



**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
TEL.: 0209595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

ACADEMIC YEAR

2022-23

Director
CT Institute of Mgt. & IT
Jalandhar



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5.2.1 Percentage of placement of outgoing students progressing to higher education during the last five years

2022-2023

SR. NO	Name of Student who has been placed	Program Graduated From	Name of the employer with contact details	Pay Package at Appointment (In INR Per Annum)
1	Abhishek Kumar	MBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003), Arvind Tripathi - Tel(0265)2280550	3.00 LPA
2	Prince Kumar	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
3	Anjali	B.COM	MCGBS PVT. LTD. 95, Seth Hukam Chand Colony, Near DAV College, Jalandhar (Pb). Manisha Ph. 0181- 7960456	1.80 LPA
4	Ankush Gouri	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
5	Prabhjot Kaur	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
6	Anurag	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
7	Arushi Arora	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA

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8	Awadesh Kumar	B.SC (Agriculture)	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
9	Banisha	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.56 LPA
10	Barleen	B.SC (Multimedia)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
11	Shilpa	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
12	Davanshi Jaswani	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
13	Gauri	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	2.04 LPA
14	Gaytri Chaudhary	B.SC (Multimedia)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
15	Gurpreet Singh	MBA	360 BYTES E278, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071 Kunal Ph. +91-7696503084	2.88 LPA

[Signature]
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CIT
CREATOR KAILASH, C.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
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16	Harish	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	2.04 LPA
17	Harminder Singh	BTTM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
18	Harshita	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
19	Himanshu	BCA	Shrimann Superspeciality Hospital (A Unit of Shrimann Enterprises) Jalandhar Pathankot Road 144012 (Pb) Komal Ph. +91-7529091066	2.40 LPA
20	Ishan Singla	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
21	Madhu	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
22	Jobanpreet Kaur	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
23	Jogesh Rana	BTTM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA

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24	Nikita	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
25	Kamal	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
26	Kamini Gouri	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
27	Kanika	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
28	Mandeep Singh	B.SC (Multimedia)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
29	Manpreet Sahota	MBA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
30	Shilpa	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
31	Monishka Jain	B.SC (Multimedia)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
32	Mukul Bhatia	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA

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33	Muskandep	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
34	Naman	B.COM	Shrimann Superspeciality Hospital (A Unit of Shrimann Enterprises) Jalandhar Pathankot Road 144012 (Pb) Komal Ph. +91-7529091066	2.40 LPA
35	Navdeep Kaur	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
36	Navdeep Kaur	MCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.56 LPA
37	Neha	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
38	Neha Kumari	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
39	Nimish Kumar	B.SC (Multimedia)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
40	Palak	BCA	Shrimann Superspeciality Hospital (A Unit of Shrimann Enterprises) Jalandhar Pathankot Road 144012 (Pb) Komal Ph. +91-7529091066	2.40 LPA
41	Paras Sharda	B.COM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603	1.80 LPA

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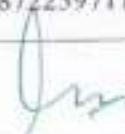


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			Shivangi- +91-7087217503	
42	Pardeep Kumar	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
43	Prince	B.COM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
44	Ramandeep Singh	B.SC (Multimedia)	Stitch Frames Jalandhar, Punjab. 144001 Ph. +91 78887 88018	3.12 LPA
45	Ravikant Sharma	BCA	Reliance SMSL Limited 3 rd Floor,Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
46	Richa	BTTM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
47	Ricky Katyal	B.COM	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
48	Ritiik	B.COM	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
49	Ritika Sharma	B.SC (Agriculture)	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
50	Sakshi Sharma	B.SC (Multimedia)	Stitch Frames Jalandhar, Punjab. 144001 Ph. +91 78887 88018	2.76 LPA
51	Sanjana	B.SC (Multimedia)	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.44 LPA


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52	Shivani	B.COM	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	2.40 LPA
53	Sonali	BTTM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
54	Sonia Sandhu	BTTM	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.80 LPA
55	Sourav Chib	B.SC (Multimedia)	Stitch Frames Jalandhar, Punjab. 144001 Ph. +91 78887 88018	1.92 LPA
56	Sunil	BTTM	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
57	Swati Kumari	B.COM	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA
58	Swati Sharma	MBA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
59	Tanu	B.COM	Shrimann Superspeciality Hospital (A Unit of Shrimann Enterprises) Jalandhar Pathankot Road 144012 (Pb) Komal Ph. +91-7529091066	2.40 LPA
60	Tarun	B.SC (Multimedia)	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.44 LPA
61	Varun Kamboj	B.SC (Agriculture)	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197	2.04 LPA


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			3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	
62	Vishal	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar. Monu Kashyap- Ph. +91-8872239711	1.20 LPA

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LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	: Alembic Pharmaceuticals Ltd
Address	: Alembic Road, Vadodara - 390003
Name of the employer	: Alembic Pharmaceuticals Ltd
Name & address of the Sales Promotion Employee	: Mr. Abhishek Kumar 14/11 Galol 14/11 Galol, Hamirpur, Himachal Pradesh - 177301

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Field Sales Officer**, for our Veterinary division based at Sundernagar as your Head Quarter with effect from 02-Nov-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.

b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this Letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,

Arvind Tripathi
Associate Vice President - Human Resources

Date :

Place :

(Signature)

ANNEXURE-A

02-Nov-22

ALEMBIC PHARMACEUTICALS LTD

Non-MetroANNEXURE (Compensation Details)

Candidate Name : Mr Abhishek Kumar
 Division : Veterinary
 HQ : Sundernagar
 Designation : Trainee Field Sales Officer
 DOJ : 02-Nov-22

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalization Premium	781	Monthly
4	Kit Allowance	1908	Monthly
5	PF (Company)	1650	Monthly
6	Bonus	9000	Yearly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly
Amount In Words: Rupees Three Lac Only			

Arvind Tripathi
Associate Vice President - Human Resources

Notes :

Gratuity will be payable as per The Payment of Gratuity Act, 1972 and employee will be eligible for gratuity only after rendering 5 years of continuous service in organization.

1. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
 2. There will be variation up to Rs. 12/- per annual in CTC due to rounding-off the monthly amount.
- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your acceptance of the appointment on the terms and conditions mentioned here in above.

Date:

Place:

(Signature)

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Prince Kumar/0222/61

Date :- 28-04-2023

Prince Kumar,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Prince Kumar,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH
Monu
Accountant

Monu
Director
CT Institute of Mgt. & IT
Jalandhar

Date: - 13th February 2023

To,
ANJALI
Employee No. MCGBS100
Jalandhar.

Dear ANJALI,

Based on your application and subsequent interview with us, we are pleased to offer you a position at MCGBS PVT. LTD., upon the following terms and conditions:

Appointment

You will initially be designated as "IT RECRUITER" and your employment shall commence from the date on which you sign this offer letter provided (i) you sign and deliver the Employment Agreement and the Intellectual Property and Confidentiality Agreement and such other documents that may be presented to you and (ii) you return the documents mentioned in Annexure-1.

Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading your employment may be terminated without any compensation or notice thereof.

Compensation / Benefits

Until further notice, your position will carry a Total compensation of INR. 1,80,000/-One Lakh Eighty Thousand Only). The details of the same are enclosed in Annexure 2. All compensation is subject to standard payroll tax deduction policies.

Further, the payment of your salaries, other allowances and reimbursements under this appointment letter shall be subject to income tax, other taxes and such statutory deductions as may be required in accordance with applicable legislation in force from time to time. The Company may from time to time, withhold any tax as may be required by applicable law. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your remuneration is entirely your responsibility.

Hours of Work

Your working hours shall be such hours as the Company may from time to time deems appropriate and as may be necessary to achieve the purposes of the Company from Monday to Saturday.

Conduct and Discipline

You shall perform such duties as may from time to time be assigned to you and you will be subject to all such company rules and regulations in accordance with the Company policy. During your employment you shall work and

Anjali

Om

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code: Ankush Gouri/0222/20

Date : - 28-04-2023

Ankush Gouri,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Ankush Gouri,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

[Signature]
From: Accountant

SCF-6,1st FLOOR, G.T.B NAGAR, JALANDHAR

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Prabhjot Kaur/0222/62

Date : 26-04-2023

Prabhjot Kaur,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Prabhjot Kaur,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

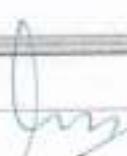
For Creative Tech)

Monu Keshyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6,1st FLOOR, G.T.B NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Anurag,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Marketing Executive for which you were interviewed with us in the following "**Campus Placement Drive-2023**" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Jigeshwari (West), Mumbai - 400102, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsitech.com

Director

CT Institute of Mgt. & IT

Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code : Arushi Arora/0222/04

Date : 28-04-2023

Arushi Arora,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Arushi Arora,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kethyap

(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR., JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONTACT NO: +91- 8872239711

Emp Code: Awadhesh Kumar/0222/09

Date : - 28-04-2023

Awadhesh Kumar,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Awadhesh Kumar,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Mohu Kashyap
(HR & Accountant)

For CREATIVE TECH

[Signature]
Mohu Kashyap
Accountant

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code: Banisha/0227/21

Date : 26-04-2023

Banisha,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Banisha,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

[Signature]
Accountant

SCF-6,1st FLOOR, G.T.B NAGAR, JALANDHAR

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar

Ref. No. : TS-030423

Date. : 03-04-2023

APPOINTMENT LETTER FOR INTERNSHIP

Ms. Barleen

We are pleased to inform you that you have been selected for an internship with our organization as an **'Graphic Designer'**. The trainee time period will be of 3 months starting from 03rd April, 2023 to 02nd July, 2023.

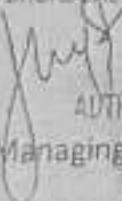
Your transition from a trainee to employee will depend on your appraisal at the end of the training period. We believe that you will comply with the rules and regulations while maintaining the dignity and respect of the company.

If in case, you have any questions or concerns regarding this matter, please free feel to contact us at 7087019003 or email us at truescoophr@gmail.com

Regards

Khyati Kohli

FOR PRESTINE BROADCASTER PRIVATE LIMITED


AUTHORISED SIGNATOR
Managing Director

TRUE SCOOP NEWS


Director
GT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-10-2019

Dear Ms .Shilpa,

CT Group of Institutions,Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2019*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended *Apprentice by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007283

Letter of Intent

Dated : 18-10-2019

Dear Ms. Davanshi Jaswani,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2019*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended *Apprentice by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, INDIA

For more information about RAPS Group, visit at www.rapsgroupitd.com

RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapscspl.com



04-March-23

Ms. Gauri
Jalandhar

Dear Gauri,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt. Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 12000/- (Twelve Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date


Director
CT Institute of Mgt. & IT
Jalandhar

Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Gaytri Chaudhary,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Graphics Designer for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director

CT Institute of Mgt. & IT
Jalandhar

H.Q. RAPS Consultancy Services Private Limited
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Date: 02-03-2023

Ref: 360N/CH/HR/OL/3/2023/188295

Work Location - Mohali

Offer Letter

Dear Gurpreet Singh,

This is in reference to the discussion we had with you recently. We are pleased to offer the position of "Senior Recruiter". This letter represents a firm offer of employment in calendar year 2023. Your Employment start date has been determined as Mar7, 2023. The terms of our offer and the benefits currently provided by the Company are as follows:

You are entitled to INR 329436 per annum in accordance with 360 BytesTech Ventures Pvt. Ltd.standard payrolischedule. This salary will be subject to adjustment pursuant to the 360 Bytes's employee compensation policies in effect from time to time.

1. The details of your annual earnings are attached herewith as Annexure A.

ANNEXURE - A			
Compensation and Benefits			
360 Bytes Tech Ventures Pvt.Ltd. -Mohali (Punjab)			
Name	Gurpreet Singh		
Designation	Senior Recruiter		
Department	HR		
Date of Joining	7-Mar-23		
Category	Salary Components	Amount (PM)	Amount (PA)
A	Basic Salary	13727	154718
	House Rent Allowance	6863	82359
	Conveyance Allowance	1600	19200
	Medical	1250	15000
	Special Allowance	4013	48159
Monthly Salary		27453	329436
B(Deductions)	Professional Tax	200	2400
	PF (Employee + Employer)	3253	39036
Net Take Home (A-B)		24000	288000

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071

Director
CT Institute of Mgt. & IT
Jalandhar

Note:

- * Gross Salary is prior to tax being deducted at Source from the salary and Employee contribution towards PF, ESIC as applicable.
- * TDS to be deducted from the monthly Gross salary as applicable.

1. As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions, which will be the property of the Company. To protect the interests of the Company and Company's clients, you will need to sign the Company's standard "Employee Non-Disclosure and Confidentiality Agreement" as a condition of your employment, attached herewith as Annexure B.

We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.

2. Hours Of Duty: 9 hours (including breaks) a day 5 days a week.
3. While we look forward to a long term relationship, either side, for reasonable clause, can terminate the employment with the Company on disciplinary grounds. The Company, only on you satisfying the notice period as stated in this Clause, will accept your resignation letter. Further, until such time the Company accepts your resignation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.
4. In the event of separation, for any reason whatsoever, within a period of Twelve (12) months from your date of joining, all expenses incurred by company or reimbursed to you upon joining / in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.
5. You will be in probation for a period of Three (3) months from the date of commencement of employment, after which your performance will be reviewed and if found satisfactory, your appointment will be confirmed in the Company on any additional terms and conditions. If your performance is found unsatisfactory, the probation period may be extended until the Company expressly confirms your employment. This probation period would be computed excluding any leave that you may take, for any reason, during the Three (3) months immediately following the date of commencement of employment.
6. During the period of probation, any severance of relationship either from your side or from the Company's side could be affected by either party giving to the other, due Notice Period. The Notice Period is Thirty (30) days from either side or payment in lieu thereof. The Company, only on you satisfying the notice period as stated in this Clause, will accept your resignation letter. Further, until Such time the Company accepts your resignation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.
7. Your initial posting as **360 BytesTech Ventures Pvt. Ltd.** employee will be at our Mohali office. **360 BytesTech Ventures Pvt. Ltd.** however, reserves the choice to post/transfer you at any of their offices in India or abroad for 2-4 months' deputation based on the company requirement. In which case, all transfer facilities applicable by company policies will be made available to you.

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, BA Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071

Director
CT Institute of Mgt. & IT
Jalandhar

8. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
9. You will be governed at all times by the policies, procedures and rules of **360 BytesTech Ventures Pvt. Ltd.**, related to the salary, allowances, benefits and perquisites which are specified in this offer letter and its Annexure. **360 BytesTech Ventures Pvt. Ltd.** may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
10. During your employment with **360 BytesTech Ventures Pvt. Ltd.**, you will, under no circumstances work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from **360 BytesTech Ventures Pvt. Ltd.**
11. The employee covenants and agrees that for the Employment Period and two (2) years after the termination of the employment, she/he shall not, directly or indirectly employ or attempt to employ any person who is in the employment or working as a consultant of the Company at the time of the alleged prohibited conduct.
12. You will not undertake any business or solicit employment of any person, firm, partner and client who is associated with **360 BytesTech Ventures Pvt. Ltd.** in any manner for the contract period and two years after the termination of the employment.
13. You will not engage in any unethical practice, which might affect **360 BytesTech Ventures Pvt. Ltd.**, and its employees, client and partners.

14. Bank/Salary

Your salary will be paid by cheque / bank transfer.

15. JOINING FORMALITIES:

You are requested to report at the following address to complete your joining formalities.

360 BytesTech Ventures Pvt. Ltd.

Mohali 8A, Mohali ,

For any Queries Contact:bharli@360-bytes.com

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar (Chandigarh) 160071


Director
College of Mgt. & IT
Jalandhar

Please provide us the COPY of the following testimonials:

Educational Qualification

- A. Mark sheets and certificates of 10th standard, 12th (PUC) standard, graduation & post-graduation.

Work Experience

- A. Experience & relieving certificates of your current & all your previous employers.
- B. Latest pay slip & Form – 16.

ID and Address Proof

- A. Passport
- B. PAN card
- C. Address proof: Present & permanent
- D. Aadhaar Card
- E. One reference of your manager, one from the team member of your previous job & one from your friend and one from your relative.
- F. 4 copies of your passport size photographs (The photographs must be taken recently)

Note:

- At the time of your joining, you would be required to bring the originals, but you will be submitting a COPY of the above-mentioned testimonials. (In event of termination of employment relationship by either of us, the company will not return the submitted copies of testimonials).
- You are requested to submit the passport copy within 60 days of joining in case you do not have at the time of joining.

GENERAL TERMS:

To accept this offer, sign both copies of this agreement and return the duplicate copy to **360 BytesTech Ventures Pvt. Ltd.**, address given below. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at **360 BytesTech Ventures Pvt. Ltd.**

Yours truly,

360 BytesTech Ventures Pvt. Ltd.

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, BA Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071


Director

**CT Institute of Mgt. & IT
Jalandhar**

Authorized Signatory

ACCEPTANCE – TERMS AND CONDITIONS:

I have read and understood this offer letter and hereby acknowledge, accept and agree to the terms and conditions set forth above.

Signature: _____

Name:

Date: ____ / ____ / ____
(DD/MMM/YYYY)

Director
CT Institute of Mgt. & IT
Jalandhar

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, BA Industrial Area, Sector 75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071

ANNEXURE
B

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

360 BytesTech Ventures Pvt. Ltd. has crucial deliverables to our customers all the time. Your individual goals and objectives have been aligned with the Company's business objectives. All entitlements given above are applicable after joining. The entitlements are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

This is an agreement between **360 Bytes Tech Ventures Pvt. Ltd.**, hereafter mentioned as the "Company", and **Gurpreet Singh** that is effective from date.

During employment, Employee will be in a capacity wherein he/she will/may receive confidential information that is of value to Company or Company's Clients. Employment creates a relationship of confidence and trust between Company and Employee with respect to certain confidential, proprietary or trade secret information. You therefore agree to abide by the following terms and conditions.

All confidential, invention, proprietary or trade secret information will be referred to as "Confidential Information".

1. Confidential Information includes without limitation:

- a) All software developed or licensed by/for Company or licensed to Company by a third party, and any documentation or listing pertaining to such software; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.
- b) Any business related plans, reports, forecasts, contracts, agreements and customer and employee lists of Company.
- c) Any information or material not described above which relates to Company's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar

- d) Any information of the type described above which Company has a legal obligation to treat as confidential, or which Company treats as proprietary or designates as confidential, whether or not owned or developed by Company.
- e) Confidential Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that Employee would have learned in the course of similar employment elsewhere. At all times, both during and after employment with Company, employee will hold information in confidence, and will not use, transfer, publish, disclose, or report Confidential Information directly or indirectly, except such disclosure to other

Company's employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Company or otherwise as directed by Company.

2. Action on Breach

- a) The Employee will notify the Company immediately upon realization of any breach of this Agreement, and will cooperate in every reasonable way to help the Company regain possession of the Confidential Information and prevent further breach.
- b) The Company will be entitled, without waiving any other rights or remedies, to seek such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction from the employee.

3. Applicability of Provisions

- a) The provisions of this Agreement are severally applicable and will not be considered waived by any act or acquiescence, except by a specific prior written confirmation. Accordingly, both Company and Employee will expressly agree in writing to any changes in the Agreement.
- b) If any provision of this Agreement is held illegal, invalid or unenforceable by law, the remaining provisions will remain in effect. Moreover, should any of the obligations of this Agreement be found illegal or unenforceable for any reasons, such obligations will be deemed to be reduced to the maximum duration, scope or subject matter allowed by law.

4. Jurisdiction

This agreement will be governed by the laws of India on all substantive aspects, and both parties consent to the jurisdiction of the courts in Mohali, India.

website: www.360-bytes.com e-mail: business@360-bytes.com

E278, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160021


Director
CT Institute of Mgt. & IT
Jalandhar

I _____ have read and understood this non-disclosure and confidentiality agreement.

Signature: _____

Name:

Date: _____ / _____ / _____
(DD/MMM/YYYY)



Director
CT Institute of Mgt. & IT

website: www.360-bytes.com e-mail: business@360-bytes.com

E27B, 8A Industrial Area, Sector-75 Sahibzada Ajit Singh Nagar, Chandigarh, 160071

04-March-23

Mr. Harish
Jalandhar

Dear Harish,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in Mandatory Documents Checklist. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

Jas
Director
CT Institute of Mgt. & IT
Jalandhar

P.S. Please carry this letter as reference on joining date

04-March-23

Mr. Harminder Singh
Jalandhar

Dear Harminder Singh,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on **16-July-2023** as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 12000/- (Twelve Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

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- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,

Shivangi
HR Executive
Antilog Vacations
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Zirakpur (Chandigarh)
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www.antilogvacations.com


Director
GT Institute of Mgt. & IT
Jalandhar

P.S. Please carry this letter as reference on joining date



04-March-23

Ms. Harshita
Jalandhar

Dear Harshita,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt. Ltd on 16-July-2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
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Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

Director
CT Institute of Mgt. & IT
Jalandhar

Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan



H-2020-0725

July 2, 2020 - July 1, 2023

SSH/HR/Offer/February/2023/53

Date: February 16, 2023

Mr. Himanshu Srivastav

Sub: Offer Letter,

Dear Himanshu

With reference to our subsequent meetings and discussion you had with us, we are pleased to offer you the position of **Management Trainee** in the **department of Information Technology** in our Hospital, as per the terms and conditions mutually discussed and agreed.

Management reserves its right to alter/modify the different components/allowances in the total emoluments package, at its discretion at any time during your employment.

This offer however, is subject to your being found medically fit at the time of joining. If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you in your resume or on employment application form are incorrect and/or this offer of job has been obtained by misrepresentation of facts, your services will be terminated without notice or compensation.

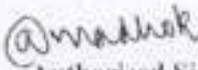
This is a letter of offer only and the appointment letter, containing detailed terms and conditions of Employment shall be issued to you on your joining. As mutually agreed, you shall be joining us on **February 20, 2023**.

If the foregoing reflects our mutual intention to enter into an association, please revert on the same mail in return within 2 days from the receipt of this Offer Letter failing which this Offer Letter may stand automatically withdrawn.

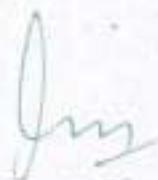
Kindly bring in the following documents at the time of reporting for duty.

- Updated Resume.
- Duly notarized proof of education and professional qualifications.
- Duly attested copy of Character Certificate.
- Duly attested copy of experience certificates from previous employers.
- Original relieving letter from last employer.
- Duly attested copy for proof of address (Aadhar Card).
- Six passport size coloured photographs.
- Duly attested copy of PAN card.
- Salary slip of last three months.

Yours sincerely,



Anuradha
Authorized Signatory



Director
CT Institute of Mgt. & IT
Jalandhar

04-March- 23

Mr. Ishan Singla
Jalandhar

Dear Ishan Singla,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

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- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

Jas
Director
CT Institute of Mgt. & IT
Jalandhar

P.S. Please carry this letter as reference on joining date



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007283

Letter of Intent

Dated : 18-10-2019

Dear Ms. Madhu,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of **TeleCaller** for which you were interviewed with us in the following "**Campus Placement Drive-2019**" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended *Apprentice by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar

H.Q. RAPS Consultancy Services Private Limited
830, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, INDIA.
For more information about RAPS Group, visit at www.rapsgroupltd.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsclpl.com

04-March-23

Ms. Jobanpreet Kaur
Jalandhar

Dear Jobanpreet Kaur,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on **16-July-2023** as "Sales Executive".

As you are appointed to the position of "Sales Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 15000/- (Fifteen Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned."

Sincerely,
Shivangi

HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

lry
Director
CT Institute of Mgt. & IT
Jalandhar

04-March-23

Mr. Jogesh Rana
Jalandhar

Dear Jogesh Rana,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period

you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

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- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive

Antilog Vacations
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Zirakpur (Chandigarh)
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P.S. Please carry this letter as reference on joining date


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-10-2019

Dear Ms. Nikita,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2019*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents; Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended *Apprentice by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Chirag
Director
CT Institute of Mgt. & IT
Jalandhar

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Jogeshwari (West), Mumbai - 400082, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupitd.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapscspl.com

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code:Kamal/0222/22

Date > 28-04-2023

Kamal,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Kamal,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

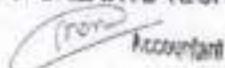
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu Kashyap
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Kamini Gouri/0222/23

Date : 28-04-2023

Kamini Gouri,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Kamini Gouri,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

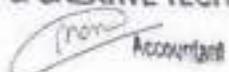
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Manu Kashyap
(HR & Accountant)

For CREATIVE TECH


Manu Kashyap
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code:Kanika/0222/24

Date :- 28-04-2023

Kanika,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Kanika,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

From
Accountant

Jay
Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Mandeep Singh,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Graphic Designer for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.G. RAPS Consultancy Services Private Limited
820, New Link Road, Juhu (West), Mumbai - 400012, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroup.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapspl.com

Director
CT Group of Inst. of Mgt. & IT

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Manpreet Sahota/0222/25

Date :- 28-04-2023

Manpreet Sahota,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Manpreet Sahota,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kishiyap
(HR & Accountant)

For CREATIVE TECH


From
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-10-2019

Dear Ms .Shilpa,

CT Group of Institutions,Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2019*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended *Apprentice by the company.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar

H.Q. RAPS Consultancy Services Private Limited
830, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, INDIA

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S.C.O. 198-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Monishka Jain,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Graphic Designer for which you were interviewed with us in the following "**Campus Placement Drive-2023**" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar



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www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Mukul Bhatia,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

muz
Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Muskandeep,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
E20, New Link Road, Juhu (West), Mumbai - 400012, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Jyoti
Director
CT Institute of Mgt. & IT
Jalandhar



SSH/HR/Offer/February/2023/57

Date: February 20, 2023

Mr. Naman

Sub: Offer Letter,

Dear Naman

With reference to our subsequent meetings and discussion you had with us, we are pleased to offer you the position of Management Trainee in the department of Patient Care Services in our Hospital, as per the terms and conditions mutually discussed and agreed.

Management reserves its right to alter/modify the different components/allowances in the total emoluments package, at its discretion at any time during your employment.

This offer however, is subject to your being found medically fit at the time of joining. If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you in your resume or on employment application form are incorrect and/or this offer of job has been obtained by misrepresentation of facts, your services will be terminated without notice or compensation.

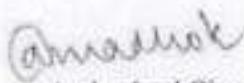
This is a letter of offer only and the appointment letter, containing detailed terms and conditions of Employment shall be issued to you on your joining. As mutually agreed, you shall be joining us on February 21, 2023.

If the foregoing reflects our mutual intention to enter into an association, please revert on the same mail in return within 2 days from the receipt of this Offer Letter failing which this Offer Letter may stand automatically withdrawn.

Kindly bring in the following documents at the time of reporting for duty.

- Updated Resume.
- Duly notarized proof of education and professional qualifications.
- Duly attested copy of Character Certificate.
- Duly attested copy of experience certificates from previous employers.
- Original relieving letter from last employer.
- Duly attested copy for proof of address (Aadhar Card).
- Six passport size coloured photographs.
- Duly attested copy of PAN card.
- Salary slip of last three months.

Yours sincerely,


Authorized Signatory

Director
CT Institute of Mgt. & IT
Jalandhar



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www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Navdeep Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
B20, New Link Road, Juhu (West), Mumbai - 400102, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91 8872239711

Emp Code:Navdeep Kaur/0222/26

Date :- 28-04-2023

Navdeep Kaur,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Navdeep Kaur,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Marketing Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 13000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Neha/0222/35

Date :- 28-04-2023

Neha ,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Neha,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Manu Kashyap
(HR & Accountant)

For CREATIVE TECH


Manu Kashyap
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar



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www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Neha Kumari,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2023*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

[Signature]
Director
CT Institute of Mgt. & IT
INTERIM

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupltd.com
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www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Nimish Kumar,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Graphic Designer for which you were interviewed with us in the following "*Campus Placement Drive-2023*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar

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www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Barleen,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of **Graphics Designer** for which you were interviewed with us in the following "**Campus Placement Drive-2023**" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar

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LETTER OF APPOINTMENT**"Form A"**

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	: Alembic Pharmaceuticals Ltd
Address	: Alembic Road, Vadodara-390003
Name of the employer	: Alembic Pharmaceuticals Ltd
Name & address of the Sales Promotion Employee	<div style="border: 1px solid black; padding: 2px;"> Mr. Abhishek Kumar 14/11 Galol 14/11 Galol, Hamirpur, Himachal Pradesh - 177301 </div>

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Field Sales Officer**, for our **Veterinary** division based at **Sundernagar** as your Head Quarter with effect from **02-Nov-22** on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure - 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.



b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this Letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,

Arvind Tripathi
Associate Vice President - Human Resources

Date :

Place :

(Signature)

Director
CT Institute of Mgt. & IT
Jalandhar

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC ROAD, WADODARA, 380 052 • TEL : (0261) 2252200, 2260000 • FAX : (0261) 2262406
Website : www.alembicpharma.co.in • Email : alembic@vsnl.com
CIN : L24230GJ2010PLC031747

ANNEXURE-A

02-Nov-22

ALEMBIC PHARMACEUTICALS LTD

Non-MetroANNEXURE (Compensation Details)

Candidate Name : Mr Abhishek Kumar
 Division : Veterinary
 HQ : Sundernagar
 Designation : Trainee Field Sales Officer
 DOJ : 02-Nov-22

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalization Premium	781	Monthly
4	Kit Allowance	1908	Monthly
5	PF (Company)	1650	Monthly
6	Bonus	9000	Yearly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly

Amount In Words: Rupees Three Lac Only



Arvind Tripathi
Associate Vice President - Human Resources

Notes :

Gratuity will be payable as per The Payment of Gratuity Act, 1972 and employee will be eligible for gratuity only after rendering 5 years of continuous service in organization.

1. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
 2. There will be variation up to Rs. 12/- per annum in CTC due to rounding-off the monthly amount.
- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your acceptance of the appointment on the terms and conditions mentioned here in above.

Date:

Place:

(Signature)

ALEMBIC PHARMACEUTICALS LIMITED
 ALEMIC ROAD, VADODARA - 390 002 • TEL: (0265) 3881855; 2282281 • FAX: (0265) 3222770
 Website: www.alembicpharma.com • E-mail: info@alembicpharma.com
 CIN: L24202GJ2014PLC051120



Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Prince Kumar/0222/61

Date : 25-04-2023

Prince Kumar,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Prince Kumar,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under.

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

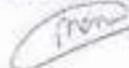
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu Kashyap
Accountant

SCF-6,1st FLOOR, G.T.B NAGAR., JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar



Date: February 20, 2023

SSH/HR/Offer/Febuary/2023/57

Ms. Palak

Sub: Offer Letter.

Dear Palak

With reference to our subsequent meetings and discussion you had with us, we are pleased to offer you the position of Management Trainee in the department of Patient Care Services in our Hospital, as per the terms and conditions mutually discussed and agreed.

Management reserves its right to alter/modify the different components/ allowances in the total emoluments package, at its discretion at any time during your employment.

This offer however, is subject to your being found medically fit at the time of joining. If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you in your resume or on employment application form are incorrect and/or this offer of job has been obtained by misrepresentation of facts, your services will be terminated without notice or compensation.

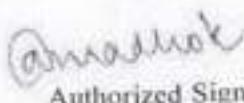
This is a letter of offer only and the appointment letter, containing detailed terms and conditions of Employment shall be issued to you on your joining. As mutually agreed, you shall be joining us on February 21, 2023.

If the foregoing reflects our mutual intention to enter into an association, please revert on the same mail in return within 2 days from the receipt of this Offer Letter failing which this Offer Letter may stand automatically withdrawn.

Kindly bring in the following documents at the time of reporting for duty.

- Updated Resume.
- Duly notarized proof of education and professional qualifications.
- Duly attested copy of Character Certificate.
- Duly attested copy of experience certificates from previous employers.
- Original relieving letter from last employer.
- Duly attested copy for proof of address (Aadhar Card).
- Six passport size coloured photographs.
- Duly attested copy of PAN card.
- Salary slip of last three months.

Yours sincerely,


Authorized Signatory


Director
CT Institute of Mat & IT
Jalandhar

04-March-23

Mr. Paras Sharda
Jalandhar

Dear Paras Sharda,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period

you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely
Shivangi

HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

J.S.
Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Pardeep Kumar,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Campus Placement Drive-2023*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD 
RAPS iTech


Director
CT Institute of Mgt. & IT
Jalandhar

04-March- 23

Mr. Prince
Jalandhar

Dear Prince,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Marketing Executive".

As you are appointed to the position of "Marketing Executive", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period.

you will be given a stipend of Rs. 12000/- (Twelve Thousand Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date


Director
CT Institute of Mgt. & IT
Jalandhar



STITCH FRAMES

Announce your passion

- Branding
- Social Media Marketing
- Content Creation

OFFER LETTER

Date: 15-05-2023.

Dear Raman,

I am pleased to extend you an offer to join our team as a Video Editor. You will be based out of Stitch Frames office at 2nd floor, 45/1, Waryam Nagar, Abhay Plaza, Near Johal Market, Jalandhar, Punjab 144003. You will be working from office from day one of joining. We are excited to have you bring your expertise and knowledge to our organization, and we are confident that you will be a valuable addition to our team.

As discussed, your starting salary will be Rs. 26,000 per month, which will be paid monthly, with direct deposit into your bank account. This salary is competitive and reflective of your experience, skills, and qualifications.

In addition to your salary, we also provide you with opportunities for professional development and growth within the company.

As a Video Editor, your key responsibilities will include:

- Editing and assembling raw video footage, ensuring high-quality output.
- Collaborating with creative teams to develop concepts and execute video projects.
- Incorporating visual effects, transitions, and graphics to enhance video content.
- Maintaining a well-organized library of video assets and project files.
- Ensuring adherence to brand guidelines and project objectives.
- Keeping up-to-date with industry trends and techniques to continuously improve video editing skills.

Qualifications:

To excel in this role, you should possess the following qualifications:

- Proven experience as a Video Editor, with a strong portfolio showcasing your editing skills.
- Proficiency in video editing software, such as Adobe Premiere Pro, Final Cut Pro, or similar tools.
- Familiarity with motion graphics and visual effects.
- Strong attention to detail and ability to work on multiple projects simultaneously.
- Excellent communication and collaboration skills, with the ability to work effectively in a team environment.

We are excited to have you on board and look forward to your contributions to our team. Please let us know if you have any questions or concerns regarding this offer. We would be happy to provide you with any additional information you may need.

Please sign and return the enclosed offer letter by 20th May 2023, indicating your acceptance of our offer.

We are excited to welcome you to our team and look forward to working with you.

Sincerely,
Samarth Anand
Prop.

Signature:

Date: 16.05.2023

J.S.
Director
CT Institute of Mgt & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/23/PT/60572306/1001395439

Date: 12.01.2023

Ravikant Sharma
ward no 3,new hargobind nagar,VPO Nurpur
Punjab,India
144012

Offer-cum-Appointment Letter for Part Time Employment

Dear Ravikant,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

- 1.Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Associate Part Timer** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and/or exigencies of work and accordingly, you shall be informed from time to time.
2. You will join the duty as and when you are intimated to report.
3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below.

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signatory

Signature of the Employee

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999H2007FLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Tala, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such semi communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and supply over your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as those under: Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your entitlements.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days' basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" as the case of reasonable suspicion of misconduct, dishonesty and commission of an act involving moral turpitude, any act of indiscipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry over the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall co-operate with the client's employees, customers, representatives/ principals of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superiors or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company in those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167734

Registered Office: 3rd Floor, Court House, Lakmanya Tekdi Marg, Dhobi Talao, Mumbai 400 002, India. Phn.: +91 22 57573800

Director
Jalebi Institute of Mgt. & Fin.

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by me are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at New Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/ Aadhar etc.), UAN deactivation (Form-11) and FSIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 5)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

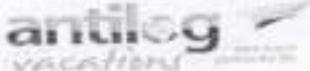
Signature : _____

Date : _____


Director
CT Institute of Mgt. & If
Jalandhar

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talaao, Mumbai -400 002, India. Phone: +91 22 67673800



04-March- 23

Ms. Richa
Jalandhar

Dear Richa,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Sales Executive".

As you are appointed to the position of "Sales Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period.

you will be given a stipend of **Rs. 15000/- (Fifteen Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

JSS
Director
CT Institute of Mgt. & IT
Jalandhar

Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91 8872239711

Emp Code:Ricky Katyal/0222/05

Date: 28-04-2023

Ricky Katyal,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Ricky Katyal,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-05-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

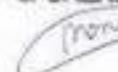
Please confirm your acceptance by signing a copy of this letter.

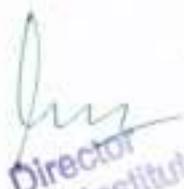
Yours sincerely,

For Creative Tech)

Manu Kashyap
(HR & Accountant)

For CREATIVE TECH


Manu
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Ritik/0222/06

Date :- 28-04-2023

Ritik,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Ritik,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Ritika Sharma/0222/10

Date :- 28-04-2023

Ritika Sharma,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Ritika Sharma,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu Kashyap
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar



- Branding
- Social Media Marketing
- Content Creation
- Advertising

OFFER LETTER

Date: 16-05-2023

Dear Sakshi,

I am pleased to extend you an offer to join our team as a Graphic Designer. You will be based out of Stitch Frames office at 2nd floor, 45/1, Waryam Nagar, Abhay Plaza, Near Jalsa Market, Jalandhar, Punjab 144003. You will be working hybrid. We are excited to have you bring your expertise and knowledge to our organization, and we are confident that you will be a valuable addition to our team.

As discussed, your starting salary will be Rs. 25,000 per month, which will be paid monthly, with direct deposit into your bank account. This salary is competitive and reflective of your experience, skills, and qualifications.

In addition to your salary, we also provide you with opportunities for professional development and growth within the company.

As a Graphic Designer, your key responsibilities will include:

- Collaborating with the creative team to develop visual concepts and design materials for various projects, including branding, marketing campaigns, and digital assets.
- Creating visually appealing and engaging designs using industry-standard software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Incorporating feedback and making revisions to designs based on project requirements.
- Ensuring adherence to brand guidelines and maintaining consistency across all design deliverables.
- Keeping up-to-date with design trends and techniques to continuously improve your skills and contribute fresh ideas.

Qualifications:

To excel in this role, you should possess the following qualifications:

- Proven experience as a Graphic Designer, with a strong portfolio showcasing your design skills across various mediums.
- Proficiency in design software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or similar tools.
- Solid understanding of design principles, typography, and color theory.
- Ability to work collaboratively in a team environment, take direction, and incorporate feedback effectively.
- Strong time management skills and the ability to prioritize and meet deadlines.

We are excited to have you on board and look forward to your contributions to our team. Please let us know if you have any questions or concerns regarding this offer. We would be happy to provide you with any additional information you may need.

Please sign and return the enclosed offer letter by 20th May 2023, indicating your acceptance of our offer.

We are excited to welcome you to our team and look forward to working with you.

Sincerely,
Samarth Anand
Prop.

Signature:

Date: 16.05.2023

Director
CT Institute of Mgt. & IT
Jalandhar



STITCH FRAMES

Announce your passion

- Branding
- Social Media Marketing
- Content Creation

OFFER LETTER

Terms And Conditions

- Your appointment shall be subject to:
- You successfully cleared extensive background checks including criminal and financial checks.
- You will be deemed to be on probation in the services of the company until confirmed in writing. The initial period of probation is six months from your date of joining, which may be extended by the management at its discretion.
- During the period of probation, your services may be terminated by either party giving the other 15 days' notice in lieu thereof. The management reserves the right to waive the notice and/or relieve you immediately and pay you a salary for the notice period.
- After confirmation and thereafter, your services shall be terminable by either party giving the one month's notice in basic salary in lieu thereof. However, no such notice or notice paid shall be payable in case your services are terminated on account of the commission of any misconduct by you.
- You will automatically retire on attaining the age of 60 years. The age as declared in your application shall be binding on you.
- While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity, or public authority or to be occupied in your own business without the prior written consent of the Company.
- You confirm that you have disclosed fully to the Company all your business interests whether they are similar to, or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

Confidentiality

- The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the need and concern of our clients - the information you may have acquired while in the employment of the Company.
- You shall not communicate to public papers, journals, pamphlets or bulletins, any information or documents, official or otherwise relating to the Company except with the prior approval of the management.
- Upon separation from the Company, you shall return to the Company all the documents and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.
- The terms of this offer are strictly confidential between you and the Company.
- You shall abide by the information security policy of the company and all the rules and regulations contained therein.
- Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your past work, specific background and professional merits. We expect you to maintain the information and any changes made therein from time to time as personal and confidential.
- Information pertaining to the Company's operations shall remain confidential and safe guarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you.
- The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strictly disallows you to bring in to the organization, manuals, documents, papers, formats, and files etc., which are classified.
- You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement of communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. In the event of failure of the employee to discharge this obligation, then the service of any communication shall be deemed to be ineffective and effective on the address mentioned herein.
- This agreement is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you to the company.
- The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.
- Your induction in employment is subject to your maintaining clean criminal and financial records. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice to management hereof. All other terms and conditions will be governed by the Company's policies, Code of Conduct, rules and regulations so stated from time to time.

I accept the above offer of employment as Graphic Designer with Stitch Frames and agree to the terms and conditions outlined in this letter.

Signature

Sakshi Sharma
Graphic Designer

Jaswant Singh
Director
CT Institute of Mkt. & IT
Jalandhar

5/17/2023

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code: Sanjana/0222/13

Date : 28-04-2023

Sanjana,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Sanjana,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Graphics Designer. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 12000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

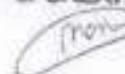
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant


Director
GT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91 8872239711

Emp Code:Shivani/0222/07

Date :- 28-04-2023

Shivani,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Shivani,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

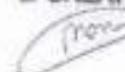
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar

04-March- 23

Ms. Sonali
Jalandhar

Dear Sonali,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 16-July -2023 as "Sales Executive".

As you are appointed to the position of "Sales Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 15000/- (Fifteen Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

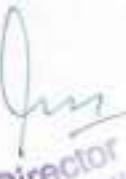
- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com


Director
CT Institute of Mgt. & IT
Jalandhar

P.S. Please carry this letter as reference on joining date



04-March- 23

Ms. Sonia Sandhu
Jalandhar

Dear Sonia Sandhu,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt. Ltd on 16-July -2023 as "Sales Executive".

As you are appointed to the position of "Sales Executive", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 15000/- (Fifteen Thousand Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your Jobs will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

✓
Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

Director
CT Institute of Mgt. & IT
Jalandhar

P.S. Please carry this letter as reference on joining date



- Branding
- Social Media Marketing
- Content Creation
- Advertising

OFFER LETTER

Date: 16-05-2023

Dear Saurav,

I am pleased to extend you an offer to join our team as a Videographer. You will be based out of Stitch Frames office in 2nd- floor, 45/1, Waryam Nagar, Abhay Plaza, Near Jwal Market, Jalandhar, Punjab 144003. You will be working hybrid. We are excited to have you bring your expertise and knowledge to our organization, and we are confident that you will be a valuable addition to our team.

As discussed, your starting salary will be Rs. 16,000 per month, which will be paid monthly, with direct deposit into your bank account. This salary is competitive and reflective of your experience, skills, and qualifications.

In addition to your salary, we also provide you with opportunities for professional development and growth within the company.

As a Videographer, your key responsibilities will include:

- Collaborating with the creative team to develop video concepts and storylines.
- Shooting and capturing high-quality video footage, ensuring proper lighting, composition, and sound.
- Editing and post-production of video content, including cutting, color grading, and incorporating sound and visual effects.
- Ensuring adherence to project timelines and deliverables.
- Managing and maintaining video equipment, ensuring its proper functionality and organization.
- Keeping up-to-date with industry trends and techniques to continuously improve videography skills.

Qualifications:

To excel in this role, you should possess the following qualifications:

- Proven experience as a Videographer, with a strong portfolio showcasing your videography and editing skills.
- Proficiency in videography equipment and software, such as DSLRs, cinema cameras, Adobe Premiere Pro, Final Cut Pro, or similar tools.
- Strong understanding of visual storytelling, composition, and lighting techniques.
- Excellent attention to detail and ability to work on multiple projects simultaneously.
- Effective communication and collaboration skills, with the ability to work well in a team environment.

We are excited to have you on board and look forward to your contributions to our team. Please let us know if you have any questions or concerns regarding this offer. We would be happy to provide you with any additional information you may need.

Please sign and return the enclosed offer letter by 20th May 2023, indicating your acceptance of our offer.

We are excited to welcome you to our team and look forward to working with you.

Sincerely,
Samarth Anand
Prop.

Signature

Date: 16.05.2023

Director
CT Institute of Mat. & IT
Jalandhar



- Branding
- Social Media Marketing
- Content Creation

OFFER LETTER

Terms And Conditions

- Your appointment shall be subject to:
- You successfully cleared extensive background checks including criminal and financial checks.
- You will be deemed to be on probation in the services of the company until confirmed in writing. The initial period of probation is six months from your date of joining, which may be extended by the management at its discretion.
- During the period of probation, your services may be terminated by either party giving the other 15 days' notice in lieu thereof. The management reserves the right to waive the notice and/or relieve you immediately and pay you a salary for the notice period.
- After confirmation and thereafter, your services shall be terminable by either party giving the one month's notice or basic salary in lieu thereof. However, no such notice or notice paid shall be payable in case your services are terminated on account of the commission of any misconduct by you.
- You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you.
- While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity, or public authority or to be occupied in your own business without the prior written consent of the Company.
- You confirm that you have disclosed fully to the Company all your business interests whether they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

Confidentiality

- The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorised persons, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or the end consumers of our clients - the information you may have acquired while in the employment of the Company.
- You shall not communicate to public papers, journals, pamphlets or bulletins, any information or documents, official or otherwise relating to the Company except with the prior approval of the management.
- Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, notes, memory or any other property of the Company in your possession or under your control.
- The terms of this offer are strictly confidential between you and the Director.
- You will abide by the Information security policy of the company and all the rules and regulations contained therein.
- Your initial remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills, specific background and professional merit. We expect you to maintain this information and any changes made thereto from time to time as personal and confidential.
- Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you.
- The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strictly disengages you to bring in to the organization, manuals, documents, papers, norms, and files etc., which are classified.
- You shall inform the Company about any change in the residential address in writing within 2 working days and provide acknowledgement. All communications between the employee and the Company shall henceforth have been effectively served if delivered to you personally or sent to the current residential address exactly mentioned here in the letter. In the event of failure of the employee to discharge this obligation, then the service of any communication shall be deemed to be complete and effective as the address mentioned herein.
- This agreement is based on the information supplied by you in your application for employment and all otherwise be treated as null and void if a material error, in the management opinion is discovered and/or due to non-disclosure of relevant information, please you to the company.
- The benefits provided by the Company to Hritik & Hritika and in the Company policies are subject to change at the discretion of the Company.
- Your continuance in employment is subject to you maintaining clean criminal and financial records. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof. All other terms and conditions will be governed by the Company's policies. Code of Conduct, rules and regulations are valid from time to time.

I accept the above offer of employment as Videographer with Stitch Frames and agree to the terms and conditions outlined in this letter.

Signature

Decutigned by:
Sonam Chah
4757338844827

Date

5/17/2023

[Handwritten Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-02-2023

Dear Mr. Sunil,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Sales Executive for which you were interviewed with us in the following "Campus Placement Drive-2023" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Swati Kumari/0227/08

Date : 28-04-2023

Swati Kumari,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment:

Dear Swati Kumari,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech]

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

[Signature]
From
Accountant

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-02-2023

Dear Ms. Swati Sharma,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of **TeleCaller** for which you were interviewed with us in the following "**Campus Placement Drive-2023**" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "**Code of Conduct and Secrecy Agreement**" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Director
CT Institute of Mgt. & IT
Jalandhar



H-2020-0725

SSH/HR/Offer/February/2023/59

Date: February 20, 2023

Ms. Tanu

Sub: Offer Letter,

Dear Tanu

With reference to our subsequent meetings and discussion you had with us, we are pleased to offer you the position of Management Trainee in the department of Patient Care Services in our Hospital, as per the terms and conditions mutually discussed and agreed.

Management reserves its right to alter/modify the different components/ allowances in the total emoluments package, at its discretion at any time during your employment.

This offer however, is subject to your being found medically fit at the time of joining. If at any stage, during the tenure of your service, it is found that any particulars or details furnished by you in your resume or on employment application form are incorrect and/or this offer of job has been obtained by misrepresentation of facts, your services will be terminated without notice or compensation.

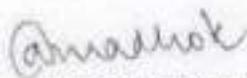
This is a letter of offer only and the appointment letter, containing detailed terms and conditions of Employment shall be issued to you on your joining. As mutually agreed, you shall be joining us on February 21, 2023.

If the foregoing reflects our mutual intention to enter into an association, please revert on the same mail in return within 2 days from the receipt of this Offer Letter failing which this Offer Letter may stand automatically withdrawn.

Kindly bring in the following documents at the time of reporting for duty.

- Updated Resume.
- Duly notarized proof of education and professional qualifications.
- Duly attested copy of Character Certificate.
- Duly attested copy of experience certificates from previous employers.
- Original relieving letter from last employer.
- Duly attested copy for proof of address (Aadhar Card).
- Six passport size coloured photographs.
- Duly attested copy of PAN card.
- Salary slip of last three months.

Yours sincerely,



Authorized Signatory

Jas
Director
CT Institute of Mat. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Tarun/0222/15

Date :- 28-04-2023

Tarun

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Tarun,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Graphics Designer. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.12000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under:

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

[Signature]
Monu Kashyap

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007283

Letter of Intent

Dated : 18-02-2023

Dear Mr. Varun Kamboj,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Sales Executive for which you were interviewed with us in the following "*Campus Placement Drive-2023*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2023 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "*Code of Conduct and Secrecy Agreement*" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

Jnz
Director
CT Institute of Mgt. & IT
Jalandhar

H.Q.: RAPS Consultancy Services Private Limited
820, New Link Road, Jogeshwari (West), Mumbai - 400082, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupltd.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsctspl.com

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Vishal/0222/16

Date :- 28-04-2023

Vishal,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Vishal,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

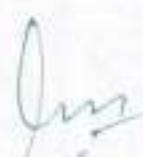
Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant


Director
CT Institute of Mgt. & IT
Jalandhar



**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 140008
TEL: 5005595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

ACADEMIC YEAR

2021-22

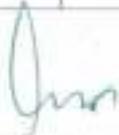
Director
CT Institute of Mgt. & IT
Jalandhar



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5.2.1 Percentage of placement of outgoing students progressing to higher education during the last five years

2021-2022				
SR. NO	Name of Student who has been placed	Program Graduated From	Name of the employer with contact details	Pay Package at Appointment (In INR Per Annum)
1	Alka	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Apama Sethi – Ph. +91-8800005599	3.00 LPA
2	Amit	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shreshth- Ph. +91- 7080867273	7.00 LPA
3	Amita	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shreshth- Ph. +91- 7080867273	7.00 LPA
4	Ankita	B.COM	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
5	Archita Jain	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shreshth- Ph. +91- 7080867273	7.00 LPA
6	Arun Kumar Bansal	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shreshth- Ph. +91- 7080867273	7.00 LPA
7	Ashutosh Kumar Roy	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shreshth- Ph. +91-	7.00 LPA


Director
CT Institute of Mgt. &
Jalandhar



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			7080867273	
8	Babita Verma	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
9	Baljinder Singh	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.66 LPA
10	Bhawana Rani	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
11	Damanpreet	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
12	Davinder	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
13	Deepika Dhiman	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
14	Gaytri	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.66 LPA
15	Gourav	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.66 LPA

Director
CT Institute of Mgt.
Jalandhar



**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
TEL: 5009595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

16	Harshit	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
17	Hemraj	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.56 LPA
18	Jaskirandeep Kaur	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
19	Jasmeen Kaur	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
20	Kirandeep	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.56 LPA
21	Kundan Kumar	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
22	Mahima	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00LPA
23	Mandeep Kaur	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
24	Mohit Singh	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.76 LPA
25	Neelama	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) -	2.96 LPA

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



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			66489000.	
26	Neha	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
27	Neha Kumari	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
28	Nitish	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
29	Pankaj	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
30	Pankaj Kumar	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
31	Prika Rani	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
32	Priya Sharma	B.COM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
33	Rahiljeet	BBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA


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EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

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34	Rajdeep	BBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
35	Ribeeka	BBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
36	Rohit	BBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
37	Sahil Kumar	BCA	Pronexus Consulting Pvt Ltd. 35, Seth Hukam Chand Jalandhar, Saran Kaur- Ph. +91-9877168262	2.04 LPA
38	Gurpreet Saroya	BCA	Pronexus Consulting Pvt Ltd. 35, Seth Hukam Chand Jalandhar, Saran Kaur- Ph. +91-9877168262	2.04 LPA
39	Sahil Verma	BBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
40	Samridhi	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
41	Sandeep Singh	BBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003). Arvind Tripathi - Tel(0265)2280550	3.00 LPA
42	Sandeep Singh	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA

[Signature]
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43	Sanjana	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
44	Shalli	BBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003). Arvind Tripathi - Tel(0265)2280550	3.00 LPA
45	Shivali	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
46	Shivani	BBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003). Arvind Tripathi - Tel(0265)2280550	3.00 LPA
47	Shrujan Dawar	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
48	Sourav	B.COM	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
49	Sourav Agnihotri	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
50	Sourav Kumar Gupta	B.COM	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
51	Sukhveer Kaur	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
52	Sumanpreet Kaur	MBA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka	7.00 LPA

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			560103 Shresth- Ph. +91- 7080867273	
53	Surbhi Mirajkar	MBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003), Arvind Tripathi - Tel(0265)2280550	3.00 LPA
54	Vaishali Gandhi	MBA	Alembic Pharmaceuticals Ltd. Alembic Road, Vadodara (390003), Arvind Tripathi - Tel(0265)2280550	3.00 LPA
55	Vaishali Sharma	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
56	Yash Kumar Singh	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA


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CT Institute of Mgt. & IT
Jalandhar



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2022

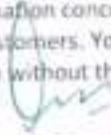
To Alka,

Sub: Offer of Appointment as Career Advisor

Dear Alka,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the


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organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2022. Your joining date will be 26th June 2022.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
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Jalandhar



Offer / Appointment Letter

Dear Amit,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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+91 980612509



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Uplink Edutech Pvt Ltd, 21st Floor, Spazio Heights,
Cessna Business Park, Sector 41, Noida, Uttar Pradesh
Pin - 201301, India
Karnataka 560043

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b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



+91 9800012000
+91 9800012001



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Road No. 10, Kharar, Mohali, Punjab, India
Karnal 160019

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8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part-time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part-time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc., shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



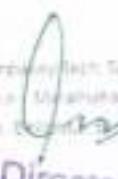
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+91 9626607289



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Post-Post-Kadubanavalli, Bangalore
Karnataka 560010


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10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Desira Business Park, 5th Stage - Outer Ring Road, Bangalore
Road Post Yacheetanahalli, Bengaluru
Karnataka 560009

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CT Institute of Mat. & IT
Ialandhru*

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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+91 9636012809



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Upcoming Edition For 1st Year
Cetana Business Park, Sector-1, Magarpatta, Pune - 411049
Road No. 4, Kothrudwadi, Beedwadi, Bawali, Kalyan 402009


Director
QT Institute of Mat. & IT



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



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+91 9606012604



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sales@skillvertex.in



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Road, Post Vellore-Kanchipuram, Tamil Nadu 601009
Karnataka 560100

Director
CT Institute of Mgt. & IT
Jalapettai

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



+91 9800021360
+91 9800072809



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skills@skillvertex.in



Upskilling Edutech Pvt. Ltd, Emomerry Tech Square@spg
Central Business Park, Seraburi - Mysore
Post: Post-Kadubanahalli, Bellandur
Karnataka 560102



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Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME _____

DATE: _____

(Candidate's Signature)

With Regards,

Upskilling Edutech Pvt Ltd

16



-01 9934021300



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CEO
Director

Director
CT Institute of Mgt. & IT
Jalandhar



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SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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+91 9836072800



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Uttilling Edifice, 5th floor, Trinity Tech, DLF Phase 4
Central Business Park, Sector 10, Noida - 201301
E-mail: info@skillvertex.in
Ph: +91 9536071200

[Signature]
Director

CT Institute of Mkt. & IT
Panjab



Offer / Appointment Letter

Dear Amita,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason therefor. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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Uttarayan Edutech Pvt Ltd, Amritsar (Punjab)
C-209, Business Park, Sector-21, Amritsar (Punjab)
Hindi Bhawan, Sector-21, Amritsar (Punjab)
Karnalaka 161101

Director
CT Institute of Mat. & IT
'Glandhar'



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Upskilling Edutech Pvt. Ltd. Employee Offer Letter
Odia Business Park, Sarjapur Road, Bangalore - 560034
Road Post - Kadubeeswaram,
Karnataka 560034

Director
CT Institute of Mat. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Director

CT Institute of Mgt. & IT
Jalandhar

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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



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Open Ring Edutech Pvt. Ltd. 11th Floor, Neo Tech, Sirayamparam
Graana Business Park, Sanjeevayya Nagar, Outer Ring
Road Post- Kadubeesahalli, Bengaluru, Karnataka 560003

Director

CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



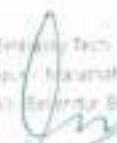
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+91 9636012504



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Upaliing Elited Full Line Building Tech Square (B1)
Cessna Business Park, Sector 14, Noida-Uttar Pradesh
Pin-Code-201301 | Email-info@skillvertex.in
Karnataka 560010



Director

CT Institute of Mgt. & IT
Jalandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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+91 9636072800



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Opp: Engg. EdTech Pvt. Ltd. Engineering Institute (Approved)
Gurana Buswala Patti, Sector-10, Jalandhar-Chester Road
Road Post: Khanda Sahib, Gurdaspur, Punjab
Karnataka 500-001

Director
CT Institute of Mat. & IT
Jalandhar



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



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9876543210



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Gopalganj Industrial Estate Plot No. 100 & 101,
Cessna Business Park, Sector 10, Chandigarh-160029
Plot No. 205, Kalyaneshwar Park, Bengaluru, Karnataka-560040

Director
CT Institute of Mgt. & IT
Jalandhar



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director

**CT Institute of Mgt. & IT
Jalandhar**



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9626021301



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Upskilling Edutech Pvt Ltd, Edutech Tech Solutions
Central Business Park, Sector 11, Chandigarh - 160011
Road No. 10, Sector 11, Sector 11, Chandigarh
Punjab 160011

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable) • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
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 +91 9836017801



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Opposing Edifice A-1, 1st Embankment Road, New Jalandhar
 Cessna Business Park, Sector-11, Mahatma Gandhi Ring
 Road, Puri Khetri, Jalandhar, Jalandhar, Punjab
 144001



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Ankita

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022

A handwritten signature in black ink, appearing to read "Anu".

Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lait Residency, Part B of 1st Floor, The Lait Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 64 48 9020 / 61782600
(CIN: U52399MH2005PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Revolving		
ESIC Company Contribution	676	8122
Gratuity	619	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CFC	24685	296258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 098
 Tel. No. 022- 66 48 5000 / 61747600
 (CIN: U52390MH2009PTC190721)



Offer / Appointment Letter

Dear Archita Jain,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason therefor. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9626617809



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Upskilling Edutech Pvt Ltd, Block No. 1, Sector 11, Sector 11, Jalandhar City, Punjab, India
Road Post: Khushchali, Jalandhar, Sector 11, Jalandhar, Punjab, India
Pincode: 144001



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
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Jalandhar



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

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You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director

**CT Institute of Mgt. & IT
Jafandhal**

Appointing Editor: Prof. Dr. S. Venkateswaran
Desai Business Park, Gopuram, Madras, India - 600095
Road No. 10, Kasturba Gandhi Nagar, Bangalore
Karnataka 560001



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080 40601760



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8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business; allied, connected or incidental to the company's business is strictly forbidden.

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

*Director
CT Institute of Mgt. & IT
Jalandhar*



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

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Gopalganj Industrial Estate, Gopalganj
Dekhna Business Park, Sector 10, Gopalganj, Haryana
Post: Post Kalyanpur, Gopalganj, Haryana 123001
E-mail: info@skillvertex.in

Director

CT Institute of Mgt. & IT
Jalandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

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10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

Director
CT Institute of Mgt. & IT
Mumbai



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+91 9820017809



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Lipingsingh Education Pvt. Ltd.
Cessna Business Park, Sector 14, Noida
Road, Post - Kishanganjali, District - Ghaziabad
Uttar Pradesh - 201010



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

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11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your Employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

Director

CT Institute of Mgt. & IT
Jalandhar



+91 9836021300
+91 9636012600



support@ctiimt.edu.in
www.ctiimt.edu.in



Opposite Bawali Puri, 10th Floor, Sector 24, Phase 2,
Dayanand Business Park, Sector 24, Chandigarh - 160024
Road: Post: Kachhi-Bawali, Sector 24, Chandigarh
Pincode: 160024

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME _____

DATE:

(Candidate's Signature)

With Regards,

VP-Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



• 91 路線圖



www.gilbertos.com



Using EdTech-For Life: History Tech Series
Caren Summers-Patt, Sanjour - Marshall University
Road Poth, West Virginia, USA, 26101-3500
E-mail: 261-805

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

lms
Director
CT Institute of Mat. & IT
landmark

Lokanagar Industrial Estate, 1st Floor, 100 Feet Road, Kengeri
 Green Business Park, Sarjapur - Krishnarajpet Road, Post-Kadubeeshwara, Bengaluru, Karnataka 560 030



+91 9636073202
 +91 9636073203



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 www.skillvertex.in





Offer / Appointment Letter

Dear Arun Kumar Bansal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

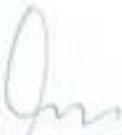
We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9630012504



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Edutech Tech Solutions Pvt.
Cessna Business Park, Sector 11, Mohali, Punjab
Eco City, Chandigarh, India, 160011
Karnataka - 560 035



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

J
Director
CT Institute of Mgt. & IT
Jalandhar

Third Ring Road, Plot 112, Chauraha, Jalandhar
Cassina Business Park, Sector 11, Mahamohana, Jalandhar
Post: Post Box 1000, Sector 11, Jalandhar, Punjab
Karnataka 160002



+91 986627200
HR 0806012629



support@skillvertex.in
www.skillvertex.in

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

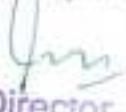
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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+91 9650012609



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www.skillvertex.in



Training Facilitator Pvt. Ltd. Approved by MHRD Govt.
Central Business Park, Sector-11
Road No. 10, Kalamburamalai, Erode, Tamil Nadu 636 012

Director
CT Institute of Mgt. & T
Jatandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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+91 9836012009



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Upcoming Education Pvt. Ltd.
Growth Business Park, Sakumra
Post: Post Kodandevanahalli, Bellandur, Bengaluru
Karnataka 560106

Director
CT Institute of Mgt & IT
Jatahdhara

Jatahdhara



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

Govind Kumar, P.I. (100% Shareholder)
Cetana Business Park, Sector 10, Chandigarh
Road No. 10, Sector 10, Chandigarh
Kharar, Haryana 160010

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9626612300
+91 9626612301



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14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.

Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Gandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



911 9260271920
921 9636712004



support@ctiimt.com.in
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Upsciling Edutech Pvt. Ltd. Embassy Tech Park (Phase-I)
Central Business Park, Sarjapur - Hosur Road, Bangalore
Post: Post Kalyaneshwaram, Bellandur Bangalore
Karnataka 560 065

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Talandhar



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+91 9836612609



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Opposite Edifice F-1, 1st Flr, Sector-107,
Sector Business Park, Sector-107, Mahachandrapuram Ring
Road, Post-Kadurkoppal, H. B. Road, Bangalore
Karnataka 560 081



Offer / Appointment Letter

Dear Ashutosh Kumar Ray,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are prima facie required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9626601300



+91 9626612504
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Upskilling Edutech Pvt. Ltd. Building Tech Square, G-40,
Central Business Park, Sector-41, Margalla, Jalandhar
Post: Post-Kadzherwala, Jalandhar, Punjab
PINCODE: 144001



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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Upskilling Edutech Pvt. Ltd. #101, 1st Floor, 100ft Road,
Cessna Business Park, Gajapur - Mahadevapura Main Road,
Road Post-Kadubeesahalli, Bellandur, Bengaluru,
Karnataka 560033



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

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6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


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Ground Floor, Plot 116, Building No. 500, Sector 10,
Cavona Business Park, Sector 10, Mohali, Punjab
Pin Code: 160061, India
+91 9506012809

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

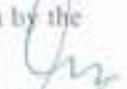
8.2 All formal academic pursuits like attendance at colleges, courses, etc shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with or without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

**Director
CT.Institute of Mgt. & IT
Jalandhar**



+91 9868012869
+91 9868012869



www.skillvertex.in



Working Office: P.O. 116, Embassy,
Cessna Business Park, Sector-10, Mohali
Road, Panch Kalyan Nagar, Jalandhar
Karnataka 560065



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".


Director
CT Institute of Mgt. & IT
Ialandhar



+91 9666071200
+91 9636012509



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Investing Business Park, 1st Floor
Ispat Business Park, Sector - 1
Post Patti Kundapura, Udupi, Karnataka 574112



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – in the event that any provision of your Employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or correction with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



+91 9626021000
+91 9836012804



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Gangotri Enclave Plot 311, Jalandhar,
Deorra Business Park, Sector 1, Jalandhar
Road, Jalandhar, Punjab, India
Pincode: 144001

14. Notices

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

15. Applicability of Company Policy

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16. Governing Law/Jurisdiction

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17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Ialandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



Upkilling Edutech Pvt. Ltd, Embassy Tech
Gesava Business Park, Srinivasan - 100
Road Post Kodubalekallalli, Betturur, Bangalore
Karnataka 560103



+91 9606021300
+91 9606021609



support@skillvertex.in
www.skillvertex.in



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable) • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Babita Verma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9626071300



skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Edutech Tech Solutions Private Limited,
Cresta Business Park, Amritsar - Mahanagar Cluster Ring
Road, Patti, Jalandhar, Punjab, India 144001
E-mail: info@skillvertex.in



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Roles & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.


Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

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During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

A handwritten signature in black ink, appearing to read 'R. Venkateswaran'.

Director
CT Institute of Mgt. & IT
'Alankar'

Oparkling Ekkadukk Pur. Ltd, Ekkadukk puram, Bangalore
Cavona Business Park, Satyapuri - Marathahalli Outer Ring
Road, Post: Khadubeesarishall, Bengaluru, Karnataka 560100



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

PART II

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



[View details](#)



Planning Project #1 for January 2011: www.parksystems.com
Cresta Business Park, Segovia - M-600, Ctra. Madrid-Barcelona
Kilometer 10,000 - 24000 Segovia
España 41001



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

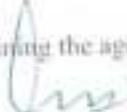
You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT

 No. 919, Ettimadipura,
Cessna Business Park, Sector-1, Bangalore - 560078
Phone: +91 98800 21300, +91 98800 21301
E-mail: support@ctiimt.com, www.ctiimt.com

 +91 98800 21300
 +91 98800 21301

 support@ctiimt.com
www.ctiimt.com

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

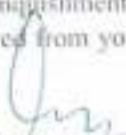
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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


Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9836012504



support@ctiimt.ac.in
www.ctiimt.ac.in



Approved Education Facility by Govt. of Punjab
Crescent Business Park, Sector-10, Jalandhar Road,
Road Post: Kadooriewala, Talwandi, Jalandhar
Karnataka 560 101

10. Code of Conduct and Ethics

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401 VERTEX100
401 VERTEX100



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Opposite Bajaj P.L.U., Sector 10,
Cresta Business Park, Sector 10, Noida-201301
Rajiv Gandhi Science and Technology Park
Kanpur-282001

Director
CT Institute of Mgt. & IT
Jalandhar



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Director
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Jalandhar



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https://in.linkedin.com/company/ct-institute-of-management-and-information-technology-jalandhar
Cetona Business Park, Sector 11, Jalandhar, Punjab, India
Road From Kadoorie School to Sector 11 gate 1
Kangra 144001



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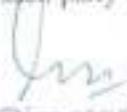
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Director
CT Institute of Mgt. & IT
Jalandhar



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events@vertexin.org.in



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Kharar, Haryana-160062

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Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

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Director
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Jalandhar



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NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP - Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9660021000
+91 9806017009



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Embroidery Tech. Business Park
Gesche Business Park, Sector-10, Jalandhar, Punjab
Road Post-Kasoorpani, Jalandhar, Punjab, India
Karnalana 160010



Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Inz
Director
CT Institute of Mgt. & IT
Jalandhar



491 94-2002-000



www.english-test.net



Фонд Культуры и Искусства Республики Татарстан
София Вильямс Род. Шерзин - Мадина Аль-Хашим
Род. Рост. Крайцевская - Борислава Евгеньевна
Канатова 50/100

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Baljinder Singh

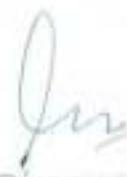
Role: Marketing Executive

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 3rd Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 072- 66-48.9000 / 61717600
(CIN: U52390MH2009PTC199723)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	10495	121943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Rebates	2944	3544
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24665	296258
Total CTC	21685	266258



Director
CT Institute of Mat. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 051
 Tel. No. (022) 66 48 9000 / 61747600
 [CIN: U52350MH2009PTC190721]



Offer / Appointment Letter

Dear Bhawana Rani,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt. Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

DIRECTOR
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
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Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

Director

CT Institute of Mgt. & IT
Jalandhar



+91 9660213201
+91 9626012602



accounts@ctiimt.com
www.ctiimt.com



Gopuram Business Park, Sector 10,
Guru Nanak Dev University, Jalandhar Campus
Punjab, India 144001
Fax: +91 161 5106000

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

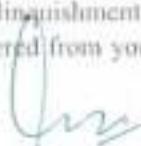
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT

 [www.facebook.com/ctimtjalandhar](#)
 [@CTIMT_Jalandhar](#)
 [www.instagram.com/ctimt_jalandhar](#)

Ground Floor, Sector 11, Jalandhar
Gurdwara Sahib, Park Street, Jalandhar, Punjab 144001
Road From Jalandhar to Amritsar, Jalandhar, Punjab 144001

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

- It prevents an employee from fully performing work for which he/ she is employed with the Company.

- It prevents an employee for engaging in overtime assignments (if applicable).

- It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

- It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director

CT

Institute of Mgt. & I

Jalang Selatan



skillvertex@msn.com
+61 983 012008



skillvertex.com.my
www.facebook.com/skillvertex



100-101, Jalan 14/15, Bandar Baru Petaling,
Cheras Business Park, 56100 Kuala Lumpur,
Malaysia. Tel: +603 9054 1000
Fax: +603 9054 1001



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
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Jalangpur



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+91 9830112929



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100, 101, 102, 103, 104, 105, 106, 107,
Gopala Bhavan, Park Street, - Main Road,
Kota, Rajasthan - 326001, India
+91 9424 266 400



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director

GT Institute of Mgt & H
Management



+91 9626021802
+91 9626021803



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www.gtinstitute.in



Opposite Egmore Petrol Pump, Tatyasaheb Rd,
Goregaon (East), Mumbai - 400062
Plot No. 14, Sector 14, Goregaon (East), Mumbai - 400062
Karnataka 560001

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
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Jalandhar



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+91 9426012807



support@vertexin.org
www.vertexin.org



Ground Floor, Plot 116, Sector 10,
Central Business Park, Sector 10, Macmillan Avenue, Ring
Road, Ferozepur Road, Jalandhar, Punjab, India
Pincode: 144010



Offer / Appointment Letter

Dear Damanpreet,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are prima facie required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason therefor. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mkt. & IT
Jalandhar



INTERVIEW
INTRODUCTION



EMPLOYMENT CONTRACT
AND POLICIES



Upskilling Edutech Pvt Ltd, 4th Floor, 4th Avenue, Sector 14,
Central Business Park, Sector 14, Mohali, Punjab - 160064
Phone: +91 9868666666 | Email: info@skillvertex.com



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation, the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 45 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9868017801



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+91 9868017804



Having Started Pvt. Interim Agency in
Guru Nanak Dev University Sector 17, Jalandhar
Post: Panjab Agricultural University, Sector 16, Jalandhar
Furnessville Building



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

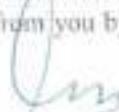
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


Director
CT Institute of Mgt. & IT
Jatahankar



9319626071300
9219626072604



info@ctimt.in
www.ctimt.in



http://www.ctimt.in
Ganga Business Park, Sector 10, Chandigarh-160010
Road No.-14, Sector 10, Gurgaon, Haryana, India
Kannur, Kerala - 670 012

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director

CT

Institute of Mgt. & IT

Jalandhar

Developed by Skill Vertex
Central Business Park, Sector 10, Mohali (Punjab)
Road No. 14, Sector 10, Dera Bassi,
Punjab 140010



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skillvertex2004@gmail.com



support@skillvertex.in
www.skillvertex.in



Developed by Skill Vertex

Central Business Park, Sector 10, Mohali (Punjab)
Road No. 14, Sector 10, Dera Bassi,
Punjab 140010



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

A handwritten signature in black ink, appearing to read 'J. M.' followed by 'Director' and 'CILININGA of Mgt. & II'. Below this, there is a faint, handwritten address: 'Somivinggih and the CILININGA Headquarters', 'Cawas Business Park, Jl. Cawas Industrial Estate', 'Bandung 40132 Indonesia', and 'Phone +62 22 2512000'.



+91 9844229602
+91 9820077809



support@vertex.in
www.vertex.in



Somivinggih and the CILININGA Headquarters
Cawas Business Park, Jl. Cawas Industrial Estate
Bandung 40132 Indonesia
Phone +62 22 2512000



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



support@skillvertex.in
+91 926612600



support@skillvertex.in
+91 926612600



Uppskilling Edutech Pvt Ltd, Jalandhar Tech City, Jalandhar
Dawra Business Park, Sector-4, Almora Road, Jalandhar, Punjab
Pincode-144001
Gmail-ID: support@skillvertex.in



Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none">• Pay slip of Last 3 Months of previous employment (if applicable).• Relieving Letter from Previous Served Company (if applicable).• Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 826612004



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Ground Floor, Plot 111, Industrial Area, Sector 20,
Central Business Park, Sector 21, Chandigarh-Delhi Road,
Ropar-Patiala Highway, Jalandhar, Punjab, India
Pincode-144002



Offer / Appointment Letter

Dear Davinder,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
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+91 9868012604



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Opposite Bikanerwala Petrol Pump, Sector 1, Jalandhar (Punjab)
Post Box Kathleenwala, Jalandhar, Punjab 144001
Kampani 568 100



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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Upskilling Edutech Pvt. Ltd. Bangalore Tech, Bengaluru - 560041
Cessna Business Park, Sarjapur - Mahadevapura,
Post: Post: KudluBennahalli, Bengaluru, Karnataka 560102



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Central Business Park, Sector 10, Mohali,
Punjab 160062, India
+91 9826021200

Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

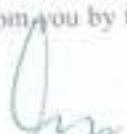
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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983 850 1120



sumit@skillvertex.in
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Training & Research Cell
Central Business Park, Sector 1
Baba Amichandra Marg
Kanpur Dehat
Kanpur 248 001

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director

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CT Institute of Mgt. & IT
Crown Business Park, Sector-10, Jalandhar, Punjab-144001
Road: Patti Jalandharanagar, Sectoral Boundary
Kangra-144001



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

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Cresta Business Park, Sector 10, Jalandhar
Punjab, India - 144001
Kangra 156602



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

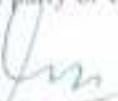
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your Employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
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G-200, Sector-12, Jalandhar, 144001
Cassena Business Park, Sector-12, Jalandhar, 144001
Punjab, INDIA
Phone: +91-1822-250000, +91-1822-250001
Fax: +91-1822-250002

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

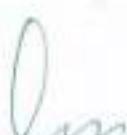
17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company, will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT

Lokeshwar Panch Patil, Executive, Tel: 080-41110000
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Karnataka 560037

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+91 966621800

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 www.skillvertex.in



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:-

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Talanderh



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+91 9636072000



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Upskilling Edutech Pvt Ltd, Unnati Tech Business Park,
Creative Business Park, Sector 11, Margalla Hills Ring
Road, Phase 1, Lahore, 53700, Punjab, Pakistan
Latitude: 33° 0' 10" N
Longitude: 74° 30' 0" E

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs
3.	PAN Card and Aadhar card Scanned Copy
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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Skill
VERTEX

Offer / Appointment Letter

Dear Deepika Dhiman,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

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Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Qm

Director
CT Institute of Mgt. & IT
Jalandhar



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Ensuring the right mix of technology, skills, and culture at
Cetona Business Park, Sarawak - Marambatan Group of Firms
Rust Path Associates LLP, Balaclava, Singapore
Kuala Lumpur 55-001



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

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Cessna Business Park, Jayanagar - Marathahalli Outer Ring
Road, Peenya Industrial Area, Bengaluru, Karnataka 560102



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

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

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Road, Patti-Kalsassanwali, Gurdaspur, Punjab
141002 516700



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

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Director

CT Institute of Mgt. & IT

Ialandhar

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Gurgaon Business Park, Sector 101, Near Model Town Bus Stand
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Karnataka 562102



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+91 9626072804



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WWW.INSTITUTE.IT



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

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- It prevents an employee from fully performing work for which he/ she is employed with the Company.

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Director

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Housing Estate, P. T. U. Industrial Area,
Cessna Business Park, Sector-4, Mahadevapura Ring
Road, Post-Kalaburagi, Bengaluru, Karnataka 560 074



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9826012409



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Lingaraj Bagh, P.O. 100, Sector No. 50, Jalandhar
Castrol Business Park, Sector No. 10, Jalandhar Road,
Road No. 14, Sector No. 14, Gurdaspur, Punjab
Karnataka 560001



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

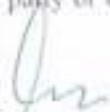
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9868012909



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Gopinath Kherwani Puri, CT Institute Tech Solutions Pvt.
Centre Business Park, Sector-1, Jalandhar-Central Ring
Road, Patti Khanda Road, Jalandhar, Punjab
PINCODE 144002

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Inlandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE:

(Candidate's Signature)

With Regards,
VP - Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Telangana



+91 9626021300
+91 9626012604



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Building No. 5, Ground Floor,
Central Business Park, Seabury, Mahadevapura, Bangalore
Post: Post-Kadubeeshwaranahalli, Bengaluru, Karnataka 560102

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9868072806



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Liquorungi Rd/4th Flr, 1st Embassy Tech Square 400 091
Geevra Business Park, Sarjapur - Malavanta Hill Road
Bashford Industrial Estate, Bangalore, Karnataka 560 034



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Gayatri

Role: Marketing Executive

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022

Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Luit Residency, Part B of 1st Floor, The Luit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 66-48 9020 / 61743700
(Gstin: U523PDMH2009PTC190372J)

S A L A R Y C O M P U T A T I O N

Pay Component:	Monthly Amount	Annual Amount
Fixed		
Gross	20625	249914
Basic Salary	15425	181143
House Rent Allowance	6767	80971
Statutory Bonus	503	6036
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	21685	266258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 098
 Tel. No. 022- 66 48 9030 / 61767600
 [CIN: U52330MH2009PTC198721]



REWARDS OFFER STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Gurav

Role: Marketing Executive

Band: I

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOB: 14-Apr-2022

Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalt Residency, Part B of 1st Floor, The Lalt Number, Saha Airport Road, Sihar, Andhra (E), Andhra Pradesh, 500 059
Tel. No. 0321-66 48 9337 / 61747600
(CIN: U52290MH2005PTC199771)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Flood		
Gross	20825	249914
Basic Salary	10495	121943
House-Rent Allowance	6747	80971
Statutory Bonus	503	6000
Insurance Premium	916	11000
Insurance Premium	916	11000
Reliefs	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Flood	24685	296258
Total CTC	21685	266258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part-B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sohar, Andheri (E), Mumbai - 400 039
 Tel. No. 022 66 48 9000 / 63247600
 [CIN: U52350MH2009PTC190721]



Offer / Appointment Letter

Dear Harshit,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



HR@SKILLVERTEX.IN
+91 9866017804



hr@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Jalandhar, Sector-10, Sector-10, Jalandhar, Punjab,
India
Crescent Business Park, Sector-10, Jalandhar, Punjab
Road No. 10, Jalandhar, Sector-10, Jalandhar, Punjab
Karnataka 560 060



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mat. & IT
Mangaluru



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

Q12
Director

CT Institute of Mgt. & IT
Ilandhar



+91 9854021300
+91 9854012809



support@vertexes.in
www.vertexes.in



Opposing Edifice 2nd & 3rd Floor
Cassia Business Park, Sector-10, Chandigarh
Himachal Pradesh 160010
Kangra 163005



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

Director

CT Institute of Mgt. & IT

Jalandhar

Address: CT Institute of Mgt. & IT, Sector 10, Jalandhar
Phone: 0180-2222222, 0180-2222223
E-mail: info@ctiimt.com, www.ctiimt.com



info@ctiimt.com
0180-2222223



www.ctiimt.com

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Upcoming Edition: P.I. 1st Floor, B-10, Infantry Road, Opp. Mahatma Gandhi Bus Terminus, Bangalore - 560001
Plot No. 10, Vidyasagar Colony, Sector 10, Bangalore - 560085
Karnataka 560085

CT Institute of Mgt. & IT
Inlandher



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

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10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



**Director
CT Institute of Mgt. & IT
Jalandhar**



+91 9624607350
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Plot No. 10, Sector 10, Industrial Area, Sector 10,
Gurugram, Haryana - 122002
Ph: +91 129 455 1111
Fax: +91 129 455 1112



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13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
CT Institute of Mgt. & IT
Jalandhar

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17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mat. & IT
Ialandhar



Upskilling Edutech Pvt Ltd, Embassy Tech Square, 5th Block,
Cessna Business Park, Sarjapur - Malleshwaram Outer Ring
Road, Post: Kadiyekerehalli, Bellandur, Bangalore,
Karnataka 560103



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+91 9666012809



support@skillvertex.in
www.skillvertex.in



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

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Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9826621900
+91 98266072809



support@skillvertex.in
www.skillvertex.in



Uppskilling Edutech Pvt Ltd, University Road, Sector 10,
Cetona Business Park, Sector 10, Chandigarh-160019
Road, Post: Noida Sector 10, Noida, Uttar Pradesh
Karnataka 560 035

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



+91 9636027360
+91 9636012803



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Opposite Bidcool, Plot 116, Embroidery Tech, Sector 14A
Gurza Business Park, Sector 14, Margalla Industrial Ring
Road, Patti Kallambatta, Jalandhar, Punjab
Karnataka 562103



REWARDS OFFER STATEMENT

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We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Hemraj

Role: Store Keeper

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022

Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalli Residency, Part B of 1st Floor, The Lalli Mumbai, Sahar Airport Road, Santacruz (E), Mumbai - 400 058
Tel. No. 022- 66 48 9000 / 63 74 7600
(CIN: U52390MH2009PTC199721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed:		
Gross	20825	249914
Basic Salary	9495	113943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
ESIC Company Contribution	676	8122
Gratuity	619	7389
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	20685	256258


Director
CT Institute of Mgt. & IT
Jalandhar
BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 3rd Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022-66 43 9005 / 61747600
(CIN: U52390MH2003PTC190771)



Offer / Appointment Letter

Dear Jaskirandeep Kaur,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are promoted and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
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Ishandhar



+91 9610007160
+91 9836612809



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www.ctimait.in



Ground Floor, Plot 103, Sector 10A,
Sector Business Park, Sector 10 - Mohali (Punjab)
Post Box No. 100000000001, Sector 10, Punjab
Pincode: 160010



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
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Jalandhar



+91 9600021300
+91 9600712609



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Embassy Tech Square (SIIH)
Cessna Business Park, Serajpur - Marathalli Outer Ring
Road, Post-Kadubestanahalli, Bengaluru, Bengaluru
Karnataka 560038



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

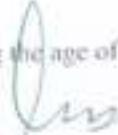
You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT

Ground Floor, Plot No. 102, Sector 10, Kharar,
Gurugram Business Park, Sector 10, Gurugram,
Haryana 122001, India
Phone: +91 98100 12345, +91 98100 12360

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+91 98100 12360

support@skillvertex.in
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8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

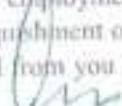
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


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Central Business Park, Sector 11, Akalmandi, Jalandhar
Punjab, India 144001 | +91 9664021300
+91 9664012800



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

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Ganga Business Park, Sector 10, Jalandhar (Punjab)
Kotla Fazil Khas (Jalandhar), Jalandhar, Punjab
PINCODE 144001



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".


Director
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Castro Business Park, Sector-11, Macmillan Outer Ring
Road, Patti-Kharar Road, Jalandhar, Punjab, India
Karnataka 562 071



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

Director
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Jalandhar



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+91 966012804



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Geeva Business Park, Sector-1, Mohali-Chandigarh
Road, Panch Kada, Jalandhar, 144001
Punjab, India

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



+91 9866071300
+91 9600012809



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Enterprise Tech Square, Sector 10
Cessna Business Park, Salarpuria - Marathahalli Outer Ring
Road Post-Kadubeesahalli, Bellandur, Bengaluru
Karnataka 560089



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
B'landhar

Uttamag Edutech Pvt. Ltd. Embassy Tech Development
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post Kaducrossantikere, Bellandur, Bengaluru
Karnataka 560106



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources

Upskilling Edutech Pvt Ltd


Director
CT Institute of Mgt. & IT
Inlandhar

SL. No.	Particulars
1.	Professional / Educational Certificates • Pay slip of Last 3 Months of previous employment (if applicable) • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
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+91 9800071009



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vertexin@gmail.com



Plot No. 101, Sector 84, Jalandhar Technical Education Wing,
Devine Business Park, Sector 84, Jalandhar City Ring
Road, Post Box No. 10005, Jalandhar, Punjab
PINCODE 144005



Offer / Appointment Letter

Dear Jaimeen Kaur,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereon. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director

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Opposite Ranjeet Park, Opp.

Centre Business Park, Sector 5A,

Fazilka Road, Jalandhar, Punjab - 144001

Karnataka 560001



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director

CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Upendra EdTech Pvt Ltd. Franchise Training Institute
Gurza Business Park, Sector-1, Mohali - 160062
Punjab, India - 9868612809

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CTI 9868612809



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Gurza Business Park, Sector-1, Mohali - 160062
Punjab, India - 9868612809
+91 9868612809



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



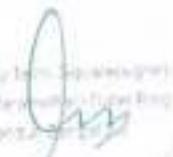
AVI 0924671200
AVI 9624671200



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Skillver Vertex Pvt Ltd, Building No. 100, Sector 100,
Cavite Business Park, Sector 100, Mohali, Punjab
Road, Post Kachhiwala, Jalandhar, Punjab 144010



Director
CT Institute of Mgt. & IT
Jalandhar

skill
VERTEX

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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Uppalapadu Panchayat Junction, Uppalapadu
Cuddalore District, Tamil Nadu - 608 001
Road Post Kodubaisuram - 608 001
Kerala 600 001 Director

Director
CT Institute of Mgt. & IT
Jalandhar



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
CT Institute of Mgt. & IT
Tirlandhar



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+91 98155012604



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support@ctimt.edu.in



Customer Relation: 0171 2311 5000/01
Cetona Business Park, Sector-1, Abantraih, Gurbat Singh
Baba, Panchkula, Haryana - 134104, India
Email: info@ctimt.org.in, support@ctimt.edu.in
Landline: 0171-500-00



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Ialandhar

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.


Director
CT Institute of Mgt. & IT
Jalandhar

Gopalkar Edutech Pvt. Ltd. Er. M. S. Gopalkar
Cessna Business Park, Sarjapur - Mangalore Outer Ring
Road, Post- Khadseesahalli, Basavdurga, Bangalore
Karnataka 560103



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP - Human Resources

Upskilling Edutech Pvt Ltd

[Signature]
Director
CT Institute of Mat. & IT
Ramdhari

Upskilling Edutech Pvt Ltd
Cresta Business Park, Sector 12, Chandigarh
Road, Patti, Mohali, Punjab 160012
Karnataka 560010



+91 9868211000
+91 9868211001



support@skillvertex.in
info@skillvertex.in





Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none">• Pay slip of Last 3 Months of previous employment (if applicable)• Relieving Letter from Previous Served Company (if applicable)• Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Director
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Ialandhar



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+91 9835072604



support@skillvertex.in
www.skillvertex.in



Opposite Bajrang Talkie, 3rd Floor, Bajrang Building,
Cessna Business Park, Sarjapur, Marathahalli, Bangalore 560034
Pin: Post : 560034, Karnataka, India

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Krandeep

Role: Store Keeper

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOI: 14-Apr-2022


Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalt Residency, Part B of 1st Floor, The Lalt Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai-400 099
Tel. No. 022- 66 48 1000 / 61267600
(CIN: U32290MH2009PTC190771)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20625	247500
Basic Salary	9495	113943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
ESIC Premium	916	11000
Reliefs	2544	30544
ESIC Company Contribution	678	8132
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	20625	256258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 44 9000 / 63707600
 (CIN: U93399MH2009PTC180723)



REWARDS STATEMENT

OFFER

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

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Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Kundan Kumar.

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022

Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Laili Residency, Part B of 1st Floor, The Laili Mumbai, Sahar Airport Road, Santacruz (E), Mumbai - 400 059

Tel. No. 022-6648 9000 / 61147600

(CIN: U52299MH2009PTC190771)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
ESIC Company Contribution	916	11000
Retals	2944	35344
FSIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1819	19433
Total Fixed	24685	296258
Total CTC	24685	296258



Director
CT Institute of Mgt. & IT
J. D. Pandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part II of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No: 022- 66 46 0000 / 63 74 7600
 [CIN: U52330MH2009PTC198723]



Offer / Appointment Letter

Dear Mahima,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason therefor. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



Director
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Jalandhar



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+91 9666017608



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www.ctimtjalandhar.in



Gardening Flyover, 2nd Floor, Frequency Tower, Sector 49
Cassena Business Park, Sector 49, Chandigarh-160049
Road Post: Sector 49, Pin: 160049, India

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9824621200
+91 9830217889



support@ctiimt.com
info@ctiimt.com



Upwelling Park, Sector 1, Jalandhar
Cresta Business Park, Sector 1, Jalandhar
Road No. 100, Khushabnagar, Jalandhar, Punjab
Karnataka 562125

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


Director
CT Institute of Mgt. & IT
Jalandhar



+91 9868212601
+91 9868012500



support@skillvertex.in
www.skillvertex.in



Dhruv Edutech Pvt. Ltd.
Desai Business Park, Sector-10, Mehta Road, Jalandhar
Punjab 144001, India
Karnal 160005

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Cresta Business Park, Sector-11, Chandigarh-160021
Email: skillvertex@rediffmail.com, skillvertex@gmail.com



Director

**CT Institute of Management
Jalandhar**



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

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10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

Director

**CT Institute of Mgt. & IT
Inlandhar**



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+91 9626672608



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Ground Floor, Plot No. 105, Sector 10, Gurgaon
Crestline Business Park, Sector 10, Gurgaon
Road No. 5, Haryana - 122009
Karnataka 560085



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13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.


Director
CT. Institute of Mgt. & IT
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+91 9300012904



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Skill Vertex Pvt Ltd
Deepa Business Park, Sector 10
Road, Firozpur Jalandhar, Punjab 144001
Kangra Road, Jalandhar

14. Notices

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

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17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar

Lookskill Education Pvt. Ltd. Email:
ctimct@rediffmail.com
Desormeaux Park, Jayanagar - Marathahalli, Doddaballapura,
Road No. 4, Kadubeesanahalli, Bengaluru, Karnataka 560066



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9866001300
+91 9866012900



support@ctiimt.org.in
www.ctiimt.org.in



Haji Ali Bagh Industrial Estate, Sector 10,
Sector 10, Jalandhar, 144001, Punjab, India
Road No. 10, Karampura, Jalandhar, 144001,
Punjab 144001

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



+91 9636021300
+91 9626017909



www.skillvertex.in



Facebook Page: <https://www.facebook.com/SkillVertexIndia>
Director
GT Institute of Mgt. & IT
Jalandhar



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

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Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Hardeep Kaur,

Role: Supervisor

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalti Residency, Part B of 1st Floor, The Lalti Mumhal, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. (022) 66 48 9000 / 63742600
[CIN: U52339MH2009PTC190721]

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fined		
Gross	20825	249914
Basic Salary	13455	161443
Housie Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	616	7700
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258



Director

CT Institute of Mgt. & IT
Panvel, Maharashtra

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Ghatkopar (E), Mumbai - 400 089
 Tel. No. 022- 66 48 9000 / 61 74 7600
 (CIN: U52339MH2000PTC190721)



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Mohit Singh

Role: Cashier

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOB: 14-Apr-2022

Director

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lait Residency, Part B of 1st Floor, The Lait Mumbai, Sahib Airport Road, Sahib Ghat, Mumbai 400 014
Tel. No. 022-66 48 9000 / 61 752600
(CIN: U52290MH2009PTC136771)

Jalandhar

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Rent		
Gross	20825	249914
Basic Salary	11425	137100
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrds	2944	35344
ESIC Company Contribution	676	8122
Gratuity	149	1789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	22685	276258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lafti Residency, Part B of 1st Floor, The Lafti Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No.: 022- 66 48 0000 / 61747600
 [CIN: AP23300MH12082PTC190773]



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Reshma

Role: Store Manager

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 093
Tel. No. 022- 66 48 9000 / 61292600
(CIN: U53390MH2009PTC190221)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19333
Total Fixed	24685	296258
Total CTC	24685	296258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 058
 Tel. No. 022- 66 48 9000 / 61247600
 [CIN: U52380MH2009PTC199773]



Offer / Appointment Letter

Dear Neha,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

**Director
CT Institute of Mgt. & IT
Jalandhar**



**Skill
VERTEX**

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar



+91 9630021300
+91 9630017369



support@skillvertex.in
www.skillvertex.in



Utsavang Education Pvt. Ltd., Block No. 10, Sector 10, Jalandhar
Cessna Business Park, Gayatri - Karampura Circle Ring
Road Post - Kedarkaravannam, Bellandur, Bangalore
Karnataka 560107

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


Director
CT Institute of Mat. & IT
Integration

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director

GT Institute of Mat. & IT



+91 9506012802
+91 9626012803



support@skill-vertex.in
www.skillvertex.in



Upaliing Eduvent Pvt. Ltd. Creda Valley Business Park
Cessna Business Park, Bengaluru - Mahatma Gandhi Road
Post Kadubeesahalli, Bellandur, Bengaluru
Karnataka 560037

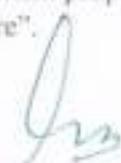
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar



11. Data Privacy

- 11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.
- 11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

- 13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.
- 13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.

Director
CT Institute of Mgt. & IT
Jalandhar

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



**Skill
VERTEX**
SKILL VERTEX IS A LEADING PROVIDER OF TRAINING & CONSULTANCY SERVICES

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,
VP - Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

SL. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Neha Kumari,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.


Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

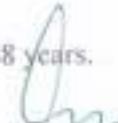
You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director

CT Institute of Mgt. & IT

Upadhye Ekkilochi P.O. 133, Emunity Tech Park, Malavalli
Cessna Business Park, Satyapuri - Marathahalli Outer Ring
Road, Pado-Kadurussurahalli, Bengaluru, Karnataka
Karnataka 560133



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



+91 9606073800
+91 9806073809



support@skillvertex.in
www.skillvertex.in



Upadhyog Education Pvt. Ltd. Embassy Tech Academy (Pvt.) Ltd.
Cetana Business Park, Sarjapur - Mantri Circle Road
Road, Post Kadubeeshaiahalli, Bengaluru - Bangalore
Karnataka 560034



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulæ, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
'A'landhar

Opp. IIT Ropar Edifice Rd, Kmt. Enclaving Tech. Education City
Gesana Business Park, Sargur - Mysore Main Road
Road, Post: Kadubeesanahalli, Bellandur, Bengaluru,
Karnataka 562106

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Alandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.


Director
CT Institute of Mkt. & IT
Mysore



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,
VP - Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

Upskilling Edutech Pvt Ltd, Electronics Tech, Square Regd.
Ossava Business Park, Sarapur - Macammanahalli Govt Ring
Road, Padi-Kudubusamahalli, Bengaluru, Karnataka 560102

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Talandhar





Offer / Appointment Letter

Dear Nitish,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt. Ltd. for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
GT Institute of Mgt. & IT
Jalandhar



91960607360
919606072609



support@gtinstitute.in
www.gtinstitute.in



Knowledgenet City, Sector 10,
Gurugram Business Park, Sector 10, Mahindra Industrial Ring
Road, Post Kacobandhan, Gurugram, Haryana, India
PINCODE 122102



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mat. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



+91 9866027300
+91 9866012600



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Govind Education Plus And Training Tech Solutions Pvt. Ltd.
Coving Business Park, Sector-11 - The Ambuja City
Plot No. F-102, Kharar (Haryana) - 160062, India
Kempapura 560-080

Jyoti
Director
CT Institute of
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

Director
CT Institute of Mgt. & IT
Jalandhar



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Locating Block 7, 1st Floor, Sector 10, Jalandhar
Castaria Business Park, Sector 10, Jalandhar, Punjab 144001
Post Box No. 1000, Jalandhar, Punjab, India
Karnataka 560002

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



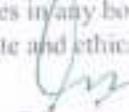
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Accounting Education & Training Institute
Cessna Business Park, Sector-1, Kharar
Punjab 160062, India
Karnataka 560080


Director
GT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt., Jalandhar



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your Employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



14. Notices

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

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

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

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You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Ialandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE:

(Candidate's Signature)

With Regards,
VP- Human Resources

Upskilling Edutech Pvt Ltd

Director

CT Institute of Mgt. & IT
Gandhar

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mat. & IT
'plendhar'



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info@cti-institute.in



Opposing Block P-1, 1st Floor, Main Road,
 Cetona Business Park, Sez-1A - Mahanishi Chaturvedi
 Road, Puri-Kadamba Road, Sez-1A, Bhubaneswar
 Odisha 751013



Offer / Appointment Letter

Dear Pankaj,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mgt. & IT
Malandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director

**CT Institute of Mgt. & IT
Jalandhar**

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
India

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT

Jalandhar

Uppalur Elanthi Puli, 110, Elanthi Tech Park,
Cessna Business Park, Sarjapur - 1st Main Road, Outer Ring
Road, Post: Kadubawanahalli, Bellandur, Bengaluru,
Karnataka 560103

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Inlandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Mysore

Upskilling Edutech Pvt. Ltd, Embassy Tech Village, 5th Floor,
Cessna Business Park, Sampada - Mahadevapura, Bengaluru -
Karnataka 560 048
 +91 9600071209
 support@skillvertex.in
 www.skillvertex.in

SL No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.




Director

CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Pankaj Kumar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



+91 9506023300
+91 9636021204



support@skillvertex.in
support@skillvertex.in



1000+ Employers, 200+ Job Roles, 100+ Locations
Celsoa Business Park, Sector - 10, Gurugram, Haryana
Road No. 10, Kalyanpur, Gurugram, Haryana 122001
Karnalvia 510102

Director Personna

CT Institute of Mgt. &
Management



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director

CT Institute of Mgt. & IT
Jalandhar



+91 9866021380
+91 9866022824



support@skillvertex.in
www.skillvertex.in



Opp. Sargodha Engg. Col. Jalandhar, A.T.O.
Desert Business Park, Sector - 10
Road No. 1, Kadoorie Colony, Jalandhar, Punjab 144001
Karakka 566101

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



9. Mohan Singh Gill, FCL, LLM (University New Delhi), LLB (Hons)
Gurza Business Park, Sector - 1, Mohali-Chandigarh
Road, P.O. # Sector 100A, Mohali, Punjab - 160062
Karnataka 560-001

Director
CT Institute of Mktg & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

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+91 9664011000
+91 9664012804



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Ranking Rank 21 (1st Embroidery Tech Company)
Cavita Business Park, Sector-10, Phase-II, Mohali
Punjab 160062, India
Karnataka 560032

Director
CT Institute of Management
Jalandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

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10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



+91 9826071200
+91 9826071209



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www.skillvertex.in



Plot No. E-101, Sector-16, Sector-16, Sector-16,
Dera Bassi, Gurdaspur, Punjab - 144601
Ph: +91 9826071200, +91 9826071209

Director
CT Institute of Mgt. & IT
Jalandhar



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



+91 9926071990
+91 9626072899



support@skillvertex.in
www.skillvertex.in



Ground Floor, Plot 218, 1st Floor, Sector 10, Noida,
Greater Noida, Uttar Pradesh, India - 201301
Karnataka 560 037

Director
CT Institute of Mkt & IT

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd,



Director
CT Institute of Mgt. & IT
Ialandhar

Upskilling Edutech Pvt. Ltd, Enkayya Tech Square, Eighteen
Octavia Business Park, Survey No. - 14, Marathalli Outer Ring
Road, Post: Kadubeypetahalli, Bengaluru, Bangalore
Karnataka 560103



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

A handwritten signature in black ink, appearing to read 'Jitendra', is positioned above the title 'Director'.

Director
CT Institute of Mgt. & IT
Jalandhar

Marketing Institute Pvt. Ltd. Building No. 17, Main Road,
Gesani Business Park, Sanganer - Manesar (Haryana) 121051
Road, Post - Kadiwalesanwali, Bettawal, Gurgaon,
Haryana 122009



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP-Human Resources

Upskilling Edutech Pvt Ltd

Jyoti
Director
CT Institute of Mgt. & IT
Jalandhar



+91 9868211302
+91 9604012609



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Jalandhar
Cresta Business Park, Sector-1, 124-annexe, Old Ring
Road, Patti Khalsa Sahib Kali, Jalandhar, Punjab
India 144001

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> - Pay slip of Last 3 Months of previous employment (if applicable). - Relieving Letter from Previous Served Company (if applicable). - Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, AccountNumber, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



+91 9836621100
+91 9836612606



support@skillvertex.in
www.skillvertex.in



Hopkins Block, 1st Floor, Embassy Tech Park,
Cecilia Business Park, Sector-11, Mohali (Punjab)
Plot No. 141, Sector 11, Deonar, Mumbai - 400087
Karnataka 560010



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Prisha Rani

Role: Sales Manager

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-Apr-2022



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No: 022- 66 64 1000 / 61247600
(CIN: U52399MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	30825	369914
Basic Salary	13495	161943
Housing Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retirement	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7899
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258



Director
CT Institute of Mgt. & IT
Jalandhar

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61243600
 [CIN: U52310MH2009PTC190771]



Offer / Appointment Letter

Dear Priya Sharma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



HR@skillvertex.in
+91 9636021301



+91 9636021209
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Skill Vertex, 2nd Floor, Lava Business Park, Sector 11, Chandigarh, Punjab 160011
Plot No. C-102, Sector 11, Sector 11, Chandigarh, Punjab 160011
Karnataka 560102



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule I, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director

CT Institute of Mgt. & IT

Jalondhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay/buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation, the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

Director

CT Institute of Mgt. & IT

Gowling Edwards Purcell Munro LLP (GEM) - Associate
Greater Economic Park, Sector 10, Noida - 201301
Phone: +91-120-4500000 | Email: info@gemindia.com
Karnataka 560 040

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part-time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

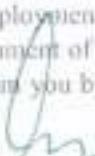
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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Carter Business Park, Sector 10, Jalandhar (Punjab)
Road No. 1, Kishanpura, Jalandhar, Punjab, India
Pincode - 144010

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



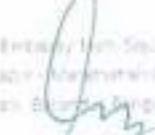
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Plotting Estate C-2, 1st Floor, Sector-10,
Gurera Business Park, Sector-10, Gurera, Dholka,
Taluka: Dholka, Dist: Ahmedabad, Gujarat, India
Karnataka 360 005



Director
CT Institute of Mgt. & IT
Ialandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".


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Opposing Faridpur Jai Bhawan
Citra Business Park, Sector-1, Mohali, Punjab
B-102, Phase-V, Chandigarh - 160026, India
Karnal - Haryana - 134001

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability — In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification — No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
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Road: Post: Kalsia, Pincode: 144001, District: Jalandhar, Punjab, India

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Bengaluru



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Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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Learning Pathway Pvt. Ltd. Embraira Tech Solutions gnd
Orienta Business Park, Soopur - Marumakkad Outer Ring
Road, Post: Kozhveettilath, Alandur, Bangalore
Karnataka 560109



ACCEPTANCE LETTER

Acceptance of the candidate.

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE:

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

Upskilling Edutech Pvt Ltd (Mumbai) Ltd.
Creative Business Park, Sector-1 - Margao (M), Salcette (R)
Dist. Goa (Kwalitywood), Salcette, Goa -
Karnataka 500103

+91 9636021386
+91 9636021384

support@skillvertex.in
www.skillvertex.in



Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none">• Pay slip of Last 3 Months of previous employment (if applicable).• Relieving Letter from Previous Served Company (if applicable).• Graduation Certificate <p>Other relevant educational certifications:</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.


Director
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+91 9626677269



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Opposite Edifice F.D.U. Engineering Tech. Institute
Cassia Business Park, Sector-4, Jalandhar, Punjab
Post Box No. 1002, Jalandhar, 144001, Punjab
Karnataka 560001



Offer / Appointment Letter

Dear Rahiljeet,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

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Your salary and other benefits will be as set out in Schedule I, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



Director
CT Institute of Mgt. & IT
Ialandbar

Upskilling Edutech Pvt. Ltd. Empathy Tech Solutions
Cesana Business Park, Saverla - Marathahalli Outer Ring
Road Post: #400, Marathahalli, Bengaluru, Karnataka 560037



**Skill
VERTEX**

- 4.4. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.
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You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT

-Iandhar

Upaling EasTech Pvt Ltd, Emartech Tech Square (Bldg 1)
Cessna Business Park, Sanapur - Maharashtra Outer Ring
Road, Post: Kadubevanahalli, Belanur, Bengaluru
Karnataka 562137



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

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10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

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Director
CT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulæ, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

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Director
CT Institute of Mgt. & IT
Jalandhar

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

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You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mktg. & IT
Telangana

Building B1, Sector 1, DLF Cyber City,
Gurugram, Haryana 122002
Plot No. KA-100, Zirakpur, Punjab
Karnataka 560102

14. Notices

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

15. Applicability of Company Policy

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

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director

CT Institute of Mgt. & IT

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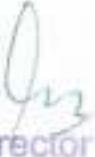
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Road, Post: Kudlu, Yelahanka, Bengaluru, Bangalore
Karnataka 560034



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



Director
CT Institute of Mgt. & IT
Inlandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



**Skill
VERTEX**

Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none">• Pay slip of Last 3 Months of previous employment (if applicable).• Relieving Letter from Previous Served Company (if applicable).• Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Director
CT Institute of Mgt. & IT
Jalandhar



Loyola Edexem Pvt. Ltd. Engineering & Management Institute
Oscena Business Park, Sector-11, Chandigarh-160019
Road No-2, Kadireshwaranagar, Belanda, Bangalore
Karnataka 560109



+91 9866021300
+91 9866012604



info@ctiimt.in
www.ctiimt.in



Offer / Appointment Letter

Dear Rajdeep,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director

CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director
CT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Staridhar



**Skill
VERTEX**

11. Data Privacy

- 11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.
- 11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
CT Institute of Mgt. & IT
Jalandhar



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.

Director
CT Institute of Mgt. & IT
Jalandhar



**Skill
VERTEX**
The Institute of Management & Technology Skills Development Services Pvt. Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources

Upskilling Edutech Pvt Ltd

Director

CT Institute of Mgt. & IT

ctiimt.in | [Facebook](https://www.facebook.com/ctiimt/) | [Instagram](https://www.instagram.com/ctiimt/)

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Ialandhar



Offer / Appointment Letter

Dear Ribeeka,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

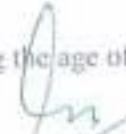
You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director
CT Institute of Mgt & IT

Upadhyay Bhawan #1 & 2, Sector 10, Sohna Road,
Sector 10, Gurgaon, Haryana - 122001
Ph: 0124-4561021, 4561022, 4561023



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+91 9620672809



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Upadhyay Bhawan #1 & 2, Sector 10, Sohna Road,
Sector 10, Gurgaon, Haryana - 122001
Ph: 0124-4561021, 4561022, 4561023

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

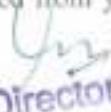
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


Director
CT Institute of Mgt. & IT
Jalandhar

 Upwelling Estate, P.O. 1, Sector 10, Sector 10, Jalandhar
District Business Park, Jalandhar - 144001 (Punjab)
Road No:- Khalsa Dera Sahib, Belandur, Bhangla,
Karnataka 560026

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temperally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the roles and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar

 **Upkar Singh Etharkar, Ltd., 10th Floor, Square Center,
Desona Business Park, Sector-12 - Macmillan Outer Ring
Road, Post-Kadidwana, Jalandhar, Punjab
India 144002**

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
Jalandhar

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



+91 9606021298
+91 9606021299



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Embassy Tech Park (Vineetha),
Celsia Business Park, Sarjapur - Hosur Road, Bangalore 560085
Road, Post Kadubeeswaranahalli, Bangalore, Karnataka 560102



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar

Ground Floor, Plot 112, Block 1, Sector 5, Sarjapur
Cosco Business Park, Sarjapur - Mananthawadi Road
Road, Post-Kreukkavasara/K. Bellurka, Bangalore
Karnataka 560103



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

Upskilling Edutech Pvt. Ltd. Embassy Tech Square (gated)
Cognex Business Park, Gidc P.O. - Machhal, Gurbani
Road, Post: Khadereswaran, Bengaluru, Karnataka 560108

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Rohit,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.


Director
CT Institute of Mgt. & IT
Ialandhar

 **Upskilling Edutech Pvt. Ltd. (Formerly known as CTI)**
Cessna Business Park, Revapura - Mysore,
Post-Post Kodabeeswaram, Bellandur, Bangalore,
Karnataka 560102



**Skill
VERTEX**

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT
Jalandhar



+91 9866013300
+91 9666012809



info@skillvertex.in
www.skillvertex.in



Gopalgangi Industrial Park, 11th Extension, Sector 14A,
Cessna Business Park, Sarjapur - Malathihalli Outer Ring
Road Post: RadhaKrishnarpur, Bellandur, Bengaluru
Karnataka 560102

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT
Jalandhar



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



[Signature]
Director

CT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT

           <img alt="Address icon" data-bbox="425 4460

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9606012809



support@skillvertex.in
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Uttarwali Estate- Plot 118, Uttam Nagar, Sector 10,
Cessna Business Park, Sarjapur - Mantri Bhawan Outer Ring
Road, Post: Kadubussurahalli, Bellandur, Bangalore
Karnataka 560078

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT

Jafar Dhanji

Upskilling Edutech Pvt Ltd, Email: jafardhanji@skillvertex.in
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post Kadubeesanahalli, Bellandur, Bangalore
Karnataka 560102



+91 960031200
+91 9446617904



support@skillvertex.in
www.skillvertex.in



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.


Director
CT Institute of Mgt. & IT
Ialandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, AccountNumber, IFSC Code.



Director
CT Instituto of Mgt. & IT
Jalandhar

PRONEXUS

CONSULTING PVT. LTD.

July 25, 2022

Sahil Kumar,
H.No. 309, Ekta Nagar, Chogitti,
Jalandhar, Jalandhar-1
Punjab -144009

OFFER LETTER

Dear Mr. Sahil Kumar,

We are pleased to inform you that you have been selected for the position of 'Technical Recruiter' at a gross salary of INR 17,000/Month (INR Seventeen Thousand Only). You will be stationed at 15, New Grain Market, Jalandhar, Punjab, 144001. You will be working on the operations and processes of our business partner Enexus Global, Inc.

You are required to produce following documents at the time of joining:

- Originals of your educational documents for reference and photocopies thereof for our record
- Documentary evidence in proof of your date of birth
- Three passport size photographs
- Permanent Residential Address Proof
- Photo copy of PAN card
- Photo copy of Aadhar card
- Copy of bank account details
- Originals of your service documents (Joining Letter, Relieving Letter and Salary Slips for the last 3 months) and photocopies thereof for our record

Please indicate your acceptance of this offer by emailing us back @
Pronexusconsulting@gmail.com

Regards,


Rakesh Puri

Director
Pronexus Consulting Pvt. Ltd.
35, Seth Hukam Chand
Jalandhar, Punjab


Dr. C. T. Saini
Director
CT Institute of Mgt. & IT
Jalandhar

PRONEXUS

CONSULTING PVT. LTD.

September 02, 2022

Gurpreet Saini
Kingra Chowal,
Jalandhar,
Punjab-144201

OFFER LETTER

Dear Mr. Gurpreet,

We are pleased to inform you that you have been selected for the position of "IT Technical Recruiter" at a gross salary of INR 17,000 Month (INR Seventeen Thousand Only). You will be stationed at 15, New Grain Market, Jalandhar, Punjab, 144001. You will be working on the operations and processes of our business partner Enexis Global, Inc.

You are required to produce following documents at the time of joining:

- Originals of your educational documents for reference and photocopies thereof for our record
- Documentary evidence in proof of your date of birth
- Three passport size photographs
- Permanent Residential Address Proof
- Photo copy of PAN card
- Photo copy of Aadhar card
- Copy of bank account details
- Originals of your service documents (Joining Letter, Relieving Letter and Salary Slips for the last 3 months) and photocopies thereof for our record.

Please indicate your acceptance of this offer by emailing us back at Pronexusconsulting@gmail.com.

Regards,

Rakesh Puri
Director
Pronexus Consulting Pvt. Ltd.
35, Seth Hukam Chand
Jalandhar, Punjab


Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Sahil Verma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

Director
CT Institute of Mgt. & IT
Jalandhar



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Worthing Education Trust, 11-17 London Road, Worthing BN11 1JL
Cesarea Business Park, Newhaven - Hanover Road, Outer Ring Road, Portslade, East Sussex BN43 5BB

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director
CT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



**Director
CT Institute of Mgt. & IT
Jalandhar**

 Uparking Education Pvt. Ltd. University Tech Solutions Pvt.
Centra Business Park, Sarjapur - Marathahalli Cluster Ring
Road, Post-Kachitesamudru, Bellandur, Bengaluru
Karnataka 560133

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

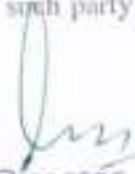
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9886012809



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www.skillvertex.in



Unit 404, 4th Floor, Plot 133, Embassy Tech Square (g+4)
Cessna Business Park, Sanjivay - Maninagar (Older Ring
Road, Post - Kudla, Bengaluru), Bengaluru, Karnataka 560109

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



+91 9666021810
+91 9666012807



<https://www.linkedin.com/company/skillvertex/>
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Kunimati Tech Sovereignity
Cessna Business Park, Sejalpur - Marathahalli Outer Ring
Road, Post - Kodibagam Main, Bellandur Bangalore,
Karnataka 560106

Dedicated Period of Service,

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



Director
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Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

Sl. No.	Particulars
1.	Professional / Educational Certificates • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



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+91 966012309



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Unit#101, First Floor, Embassy Tech Square (Phase II)
Cessna Business Park, Sector-1, Marathahalli, Bangalore
Road, Post: Kudabasavanhalli, Jalandhar, Punjab
Karnataka 560102



Offer / Appointment Letter

Dear Samridhi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are promoted and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director
CT Institute of Mgt. & IT
Jalandhar

Uttar Singh Education Pvt. Ltd. Embrace Tech Square, Vignesh
Crescent Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post - Kadubeesanahalli, Botanur, Bengaluru,
Karnataka 560132



+91 98800021200
+91 9626071209



support@skillvertex.in
www.skillvertex.in



8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

[Signature]
Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

**CT Institute of Mgt. & IT,
Jalandhar**

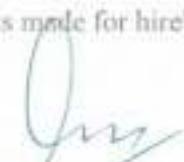
10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar

11. Data Privacy

- 11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.
- 11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

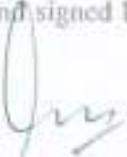
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.



Director
CT Institute of Mgt. & IT
Jalandhar

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this "Dedicated Period of Service" if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
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Jalandhar



**Skill
VERTEX**

ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar



+91 9866213300
+91 9905012509



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Embassy Tech. Square (A) (part)
Cyrus Business Park, Jayanagar - Malleshwari Circle Ring
Road, Poorni Kadubashahalli, Bellandur, Bengaluru
Karnataka 560078

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar

Ref. No.: APT / Veterinary / 877709/ 2021-22

Date : 02-Apr-22

LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	: Alembic Pharmaceuticals Ltd
Address	: Alembic Road, Vadodara-390003
Name of the employer	: Alembic Pharmaceuticals Ltd
Name of the Sales Promotion Employee	: Mr Sandeep Singh

With reference to your application and subsequent interview you had with us, We are pleased to put you as Trainee Field Sales Officer, for our Veterinary division based at Sundernagar as your Head Quarter with effect from 02-Apr-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

ALEMBIC PHARMACEUTICALS LTD
A SUBSIDIARY OF ALEMBIC GROUP OF COMPANIES
A LEADER IN THE MANUFACTURE OF API'S, CDMO'S AND ACTIVE PHARMACEUTICAL INGREDIENTS

Director
CT Institute of Mgt. & IT
Jalandhar

b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and conditions, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this Letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,



Arvind Tripathi
Associate Vice President - Human Resources

{Signature}

ALEMBIC PHARMACEUTICALS LIMITED
P.O. BOX NO. 1000, BHD-100, GURU NANAK EXC., JALANDHAR, PUNJAB, INDIA
TELEPHONE: 0162-2222222, FAX: 0162-2222222, E-MAIL: alembic@vsnl.net.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Sandeep Singh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9660072609



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www.skillvertex.in



Upskilling Edutech Pvt Ltd, Embassy Tech Square (Phase II)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post: Raja - Kadubussuraphalli, Bengaluru, Bangalore
Karnataka 560034



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

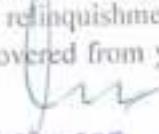
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT
Jalandhar

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Uppalang Education Pvt. Ltd. Srinath Tech Square (Saptashrungi)
Cessna Business Park, Sector-1, Marathahalli Outer Ring
Road, Post: Kondapuram N.H., Bellandur, Bangalore
Karnataka 560108

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



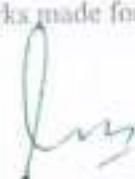
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the roles and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



**Director
CT Institute of Mgt. & IT
Jalandhar**

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

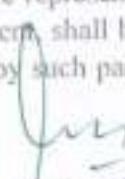
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
Bengaluru



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For: Umakilling Edutech Pvt Ltd.


Director
CT Institute of Mgt. & IT
Jalandhar



www.english-test.net



Upaniksha Education Pvt. Ltd. | Embrace Tech Solutions Pvt. Ltd.
Cedars Business Park, Sarjapur - Mahadevapura Outer Ring
Road, Post: Post Kodobanahalli, Bellandur, Bengaluru.
Karnataka 562103



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



Director
CT Institute of Mgt. & IT
Panjab



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

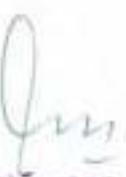
NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd




Director
CT Institute of Mgt. & IT
Jalandhar

Sl. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Sanjana,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Chennai



**Skill
VERTEX**

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mgt. & IT
Mysore

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

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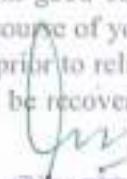
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9626072809



support@skillvertex.in
www.skillvertex.in



Opposite PTC Bhawan, Plot No. 10, Sector 10A, Tech Square (Phase I)
Cetona Business Park, Sector 10A - Meenakshi Outer Ring
Road, Post Kodihalli, Bangalore, Karnataka 560100

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

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10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar

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11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

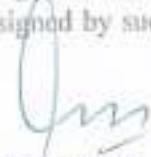
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You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

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13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



Director
CT Institute of Mgt. & IT
Talukdar



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.

Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

Director
CT Institute of Mgt. & IT
Jalandhar



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+91 9655112350



support@skillvertex.in
www.skillvertex.in



Opposite Ghideli P14, 416 Embassy Trade Square (Ground),
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post: Kudlajeeshwara, Bellandur, Bengaluru,
Karnataka 560038



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Jalandhar

SL. No.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
Ialandhar

LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	:	Alembic Pharmaceuticals Ltd
Address	:	Alembic Road, Vadodara-390003
Name of the employer	:	Alembic Pharmaceuticals Ltd
Name of the Sales Promotion Employee	:	Ms. Shallu

With reference to your application and subsequent interview you had with us, We are pleased to put you as Trainee Field Sales Officer, for our Veterinary division based at Sundernagar as your Head Quarter with effect from 02-Apr-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

ALALEMICO PHARMACEUTICALS LTD
Address: Plot No. 10, Sector 10, Vadodara - 390 010, Gujarat, India
Phone: +91 22 2200 1000 | Email: info@alembicpharma.com


Director
CT Institute of Mgt. & IT
Jalandhar

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC PHARMA INDIA LTD. - ALEMBIC PHARMA INDIA LTD.
A Division of Alembic Pharmaceuticals Ltd. - A Division of Alembic Pharmaceuticals Ltd.


Director
CT Institute of Mgt. & IT
Ludhiana



b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this Letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,

Arvind Tripathi
Associate Vice President - Human Resources

(Signature)

ALAMBIC PHARMACEUTICALS LTD.
Address: Head Office: Sector 10, Mohali, Punjab 160043
Phone: +91 172 2500000, Fax: +91 172 2500001
Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Shivali,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


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8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

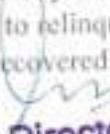
8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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


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10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures.

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director
CT Institute of Mgt. & IT
Ialandhar

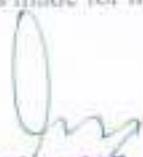
10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt. & IT
Jalandhar

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

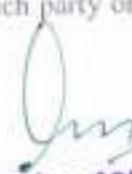
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.



Director
CT Institute of Mat. & IT
Ishandhar



+91 9460021860
+91 9620012809



support@skillvertex.in
www.skillvertex.in



Upcoming Education Park, 11th Floor, Tech Square, 9th floor
Cessna Business Park, Salarpuria - Marathahalli Outer Ring
Road, Peet-Kadubeesahalli, Bellandur, Bengaluru
Karnataka 560039

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

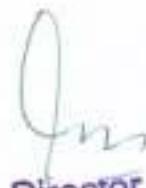
17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Director
CT Institute of Mgt. & IT
nitin



+91 9606121309
+91 9606121309



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. Embassy Tech. Square, Bengaluru
Cetona Business Park, Sarjapur - Hebbal Main Road, Bengaluru 560123
Karnataka, India



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



Director
C.T Institute of Mat & IT



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgmt. & IT
Jalandhar

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



**Director
CT Institute of Mgt. & IT
Jalandhar**

LETTER OF APPOINTMENT

"Form A"

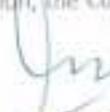
(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	:	Alembic Pharmaceuticals Ltd
Address	:	Alembic Road, Vadodara - 390003
Name of the employer	:	Alembic Pharmaceuticals Ltd
Name of the Sales Promotion Employee	:	Ms. Shivani

With reference to your application and subsequent interview you had with us, We are pleased to put you as Trainee Field Sales Officer, for our Veterinary division based at Sardernagar as your Head Quarter with effect from 02-Apr-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure - 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.


Director
CT Institute of Mgt. & IT
Jalandhar

ALEMBIC PHARMACEUTICALS LTD.
 1000+ EMPLOYEES - 100+ COUNTRIES
 www.alembicpharma.com



- b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.
- c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,

Arvind Tripathi
Associate Vice President - Human Resources

{Signature}

ALAMBIC PHARMACEUTICALS LIMITED
A LEADER IN API'S, PREAPI'S, CDMO & INGREDIENTS
www.alembicpharma.com | info@alembicpharma.com | +91 124 4222222

Director
CT Institute of Mgt. & IT
Jalandhar



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurgaon, Haryana
-122016
Tel: 8800005599
Email: info@protouchservices.com

Date: 15/02/2022

To Shrujan Dawar,

Subject: Offer of Appointment as Career Advisor

Dear Shrujan Dawar,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

Director
CT Institute of Mgt. & IT
Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2022. Your joining date will be 26th June 2022.

Good Luck!

Dr. Aparna Sethi
Director – Protouch

Director
CT Institute of Mgt. & IT
Jalandhar



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Sourav

Role: Store Manager

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOT: 14-Apr-2022

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lutit Residency, Part B of 1st Floor, The Lutit Mumbai, Sahar Airport Road, Navi Mumbai, Andheri (E), Mumbai - 400 059

Tel. No. 022-66 48 9000 / 61747600

(CIN: U54230MH2009PTC109771)

Director

CT Institute of Mgt. & IT
Jalandhar

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Rent		
Gross	20825	249914
Basic Salary	13995	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19413
Total Rent	26985	326258
Total CTC	24585	296258


BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Salt Residency, Part B of 1st Floor, The Salt Mumbai, 5400 Airport Road, Andheri (E), Mumbai - 400 059
 Tel. No. 022-66 48 9500 / 61767800
 [CIN: U52310MH2005PTC198721]

Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Sourav Agnihotri,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
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Jalandhar



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Uppsingh Edutech Pvt Ltd Edutech Tech Square, ground
Gurza Business Park, Sector-10 - Mohali - Punjab - India
Post Box: K-1000, Sector-10, Sector-10, Panchkula - Haryana - India
Kurnool - 562102

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


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+91 9868212904



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Sector Business Park, Sector-10, Mohali 160062
Punjab, India
Phone: +91 9868211000



R. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part-time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

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CT Institute of Mgt. & IT
Jalandhar



[Support our efforts](#)



University of Edinburgh, Edinburgh, EH8 9JZ, United Kingdom
Centre for Business Park Services, University of Nottingham, Nottingham, NG8 9AH, United Kingdom
Received 20 August 2004; accepted 10 January 2005
Keywords: Business parks; Business園地; Regional development; Regional development agencies; Regional development corporations; Regional development organizations; Regional development units; Regional development units; Regional development units

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for **Director** **CT Institute of Mgt. & IT** **Jalandhar** **ethical** purposes.



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Reporting Office: Plot No. 102, Sector 10, Industrial Area,
Easche Business Park, Sector 10, Jalandhar (Punjab)
Post Box: Kothiawali, Sector 10, Jalandhar, Punjab
Karnal Road: 500-002



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

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Jalandhar**



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Opposite P.D.Tech Ltd, Unit No. 303, 3rd Floor
Central Business Park, Sector 21 - Mohali (Punjab)
H.P. Pin-160062, India
Telephone: 0172-561700



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

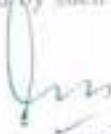
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


Director
CT Institute of Mgt. & IT
Jalandhar

Ground Floor, C-101, Chawala Town, Sector 46,
Gurugram Business Park, Sector 46, Mohali (Punjab)
Haryana 160062, India
Karnataka 560102



hr@skillvertex.in
011 46001200



support@skillvertex.in
www.skillvertex.in





14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations:

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.


Director
CS Institute of Mgt. & IT
Sandhar

Upskilling Edutech Pvt. Ltd. Embassy Tech. Square, 4th fl.
Citrine Business Park, Seepzoor - Marathahalli Cluster Ring,
Post Box No. 262, Bengaluru - 560034, Karnataka, India
+91 9886011102, +91 960612809
support@skillvertex.in
www.skillvertex.in



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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Inlandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd



+91 9826027261
+91 9436072604



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www.skillvertex.in



Upskilling Edutech Pvt Ltd, 1st Floor, TechSpan Tower, Sector 10, Zirakpur Business Park, Jalandhar, Jalandhar, Punjab 144010
Regd. Post Office: Jalandhar, Distt. Jalandhar, Punjab, 144001

Director
CT Institute of Mgt. & IT
Jalandhar

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Management & Technology
 Santosh Kumar



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 +91 9836012509



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Opposing Entry, P.O. 118, Bhatiyari, Bijnor, Uttar Pradesh-273010
 Cawal Business Park, Sector-1, Makarba, Gyan Pur
 Road, Patti & Makarba, Bijnor, Uttar Pradesh
 Kanchanpur 273001



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouchservices.com

Date: 15/02/2022

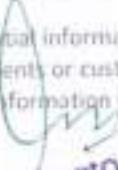
To Sourav Kumar Gupta,

Sub: Offer of Appointment as Career Advisor

Dear Sourav Kumar Gupta,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the


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Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2022. Your joining date will be 26th June 2022.

Good Luck!

Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurgaon, Haryana
-122016
Tel: 9800005599
Email: info@protouch.services

Date: 15/02/2022

To Sukhveer Kaur,

Sub: Offer of Appointment as Career Advisor

Dear Sukhveer Kaur,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

Sukhveer Kaur
Director
CT Institute of Mgt. & IT
'Alandhar'

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 32 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2022. Your joining date will be 26th June 2022.

Good Luck!


Dr. Aparna Sethi
Director – Protouch


Director
CT Institute of Mgt. & IT
Panjab



Offer / Appointment Letter

Dear Sumanpreet Kaur,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Hyderabad



+91 9600021300
+91 9600012809



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt Ltd, Edutech Tech Square, Ground
Cessna Business Park, Tatyasaheb - Maharashtra Gate Ring
Road, Post Kothrud, Andheri (E), Mumbai, Maharashtra,
Karnataka 400062

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


Director
CT Institute of Mat. & IT
"andhra"



+91 9606012300
+91 9606012609



support@skillvertex.com
www.skillvertex.com



Upaling Elukuriti Pvt. Ltd. Emerging Tech Corporate (gated)
Cassare Business Park, Saripura - Manapakkam Cluster Road
Road, Pod-Kudikkaresamalai, Bellary, Bengaluru
Karnataka 560035

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

Director
CT Institute of Engg., Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

Director
CT Institute of Mgt. & IT
Bengaluru

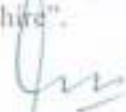
10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therefrom, shall remain property of the Company and the same shall constitute "works made for hire".



Director
CT Institute of Mgt & IT
Jalandhar

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your Employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.



Director
CT Institute of Mgt. & IT
Jalandhar



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.


Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



Director
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Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources

Upskilling Edutech Pvt Ltd

Director
CT Institute of Mgt. & IT
Bengaluru

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Serviced Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Director
CT Institute of Mgt. & IT
www.ctiimt.org

LETTER OF APPOINTMENT

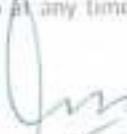
"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

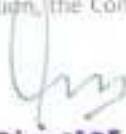
Name of the Establishment	:	Alembic Pharmaceuticals Ltd
Address	:	Alembic Road, Vadodara-390003
Name of the employer	:	Alembic Pharmaceuticals Ltd
Name of the Sales Promotion Employee	:	Mr. Sorbhi Mirajkar

With reference to your application and subsequent interview you had with us, We are pleased to put you as Trainee Field Sales Officer, for our Veterinary division based at Sundeepnagar as your Head Quarter with effect from 02-Apr-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtailed at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.


ALEMBIC PHARMACEUTICALS LTD.
PLANT NO. 4, KAROONI, VADODARA - 390 003
Pharmaceuticals, Chemicals, Cosmetics, Oils & Fats
www.alembicpharma.com
Director
CT Institute of Mgt. & IT
Jalandhar

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.



Director
CT Institute of Mgt. & IT
Jalandhar



b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,

Arvind Tripathi
Associate Vice President - Human Resources

{Signature}

Director
CT Institute of Mgt. & IT
Jalandhar

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC PHARMA INDIA LTD. ALEMBIC INDIA LTD. ALEMBIC LTD.
Pharmaceuticals, Chemicals, Speciality Chemicals, Contract Manufacturing

LETTER OF APPOINTMENT

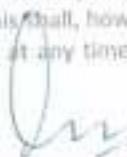
"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

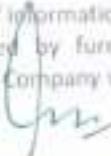
Name of the Establishment	Alembic Pharmaceuticals Ltd
Address	Alembic Road, Vadodara-390003
Name of the employer	Alembic Pharmaceuticals Ltd
Name of the Sales Promotion Employee	Ms. Vaithali Gandhi

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Field Sales Officer**, for our Veterinary division based at Sundernagar as your Head Quarter with effect from 02-Apr-22 on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.


Director
CT Institute of Mgt. & IT
Jalandhar

7. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.
8. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.
9. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.
10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.
11. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.
12. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
13. The Company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
14. That during the period of your training you shall fully comply with and abide by all rules and regulations and orders as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given in that behalf thereafter.
15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks / jokes , and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature , which will tantamount to an act of moral turpitude , you shall be dealt with appropriately.
16. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes / procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.
17. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.


Director
CT Institute of Mgt. & IT
Jalandhar

b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

If the above terms and conditions are acceptable to you, please sign and immediately return enclosed copy of this letter.

We heartily welcome you for a long and mutually rewarding association.

Yours truly,
For Veterinary,



Arvind Tripathi
Associate Vice President - Human Resources

(Signature)



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Vaishali Sharma,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd January 2022.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) p.c. annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are prima facie required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd January 2022. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.


Director
CT Institute of Mat. & IT
CI Institute of Mat. & IT
Jalandhar



+91 9866021300
+91 9866022800



support@vertexes.in
www.vertexes.in



Uttar Singhania Puri 11th Floor, New Wing
Capita Business Park, Sector-11, Mohali, Punjab
India Pin Code: 160062 | Secunderabad
Karnataka 500003



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/or transfer and you leave the Company within 12 (Twelve) months of such relocation, the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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


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support@vertexit.com
www.vertexit.com



Ground Floor, Plot No. 10, Sector 10, Jalandhar
Central Business Park, Sector 10, Jalandhar, Punjab 144010
Phone: +91-182 552 22

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

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+91 9868272004



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www.skillvertex.in



Training Institute For ITI Electronics Tech, Technical
Oscilla Business Park, Sector - 1, Jalandhar - 144001
Road No. 1, Kacchchawali, Bawali, Sardha,
Kangra 176001

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

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10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation therefor.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".


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第十一章



Jalas
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Batac Plaza, Kalibo • Iloilo • San Joaquin, Batangas
Kamaraa Hilltop



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

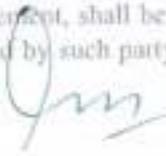
12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, Integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.


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Cottage Bus-House Park, Sector 11, Jalandhar, Punjab
Road: Raja Kishan Singhania - Jalandhar, Punjab
Pincode: 144001



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly,

For, Upskilling Edutech Pvt Ltd.


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Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 03/01/2022.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

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SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable) • Relieving Letter from Previous Served Company (if applicable) • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2022

To Yash Kumar Singh,

Sub: Offer of Appointment as Career Advisor

Dear Yash Kumar Singh,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep it confidential to your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2022. Your joining date will be 26th June 2022.

Good Luck!

Dr. Aparna Sethi
Director – Protouch


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ACADEMIC YEAR

2020-21

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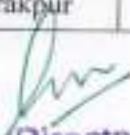


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5.2.1 Percentage of placement of outgoing students progressing to higher education during the last five years

2020-2021

SR. NO	Name of Student who has been placed	Program Graduated From	Name of the employer with contact details	Pay Package at Appointment (In INR Per Annum)
1	Boney	BBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
2	Gurdish Singh	BBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
3	Ishfaq Nisar Khanday	BBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
4	Jannat Kumari	BBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
5	Rohit Kumar	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
6	Sandeep Kaur	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
7	Saurabh Kumar Isser	MBA	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur	1.20 LPA


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			(Chandigarh), Punjab-140603 Shivangi- +91-7087217503	
8	Manisha	MCA LEET	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
9	Neetu	MCA LEET	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
10	Priyanka	MCA LEET	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
11	Rajwinder Kaur	MCA LEET	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
12	Zakir Hussain	MCA LEET	Antilog Vacations Private Limited 346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab-140603 Shivangi- +91-7087217503	1.20 LPA
13	Arif Hussain Khan	BAJMC	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
14	Rahul Maithani	BAJMC	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
15	Ammol Singh	B.SC (Multimedia)	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA


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16	Arun	B.SC (Multimedia)	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
17	Neha Kumari	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
18	Nikhil Kumar	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
19	Paramdeep Singh	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
20	Gurpreet Kaur	B.COM (Hons.)	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
21	Kamaljit Kataria	B.COM (Hons.)	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
22	Nitish Jamwal	B.COM (Hons.)	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
23	Prince	B.COM (Hons.)	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.74 LPA
24	Gurmanpreet Singh	B.SC (Multimedia)	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.74 LPA

[Signature]
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25	Amrit Kumar	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	2.16 LPA
26	Anjali	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	2.16 LPA
27	Dheeraj	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
28	Harsimran Kaur	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
29	Mandeep Kaur	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
30	Heena	MCA LEET	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
31	Lakhbeer Kaur	MCA LEET	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
32	Manjinder Kaur	MCA LEET	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
33	Amrita	MCA LEET	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura	1.38 LPA


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			Road. Inderjit Singh Miglani Ph. +91-8196848555	
34	Shabnam Sidhu	MCA LEET	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
35	Nitin Singh	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
36	Priyanka Thakur	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
37	Rahul Dev	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
38	Anjali	B.COM (Hons.)	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
39	Gauri	B.COM (Hons.)	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
40	Jobanpreet Kaur	B.COM (Hons.)	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
41	Manpreet Sahota	B.COM (Hons.)	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh	1.62 LPA

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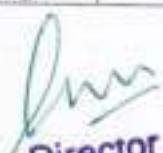


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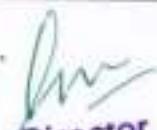


**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
TEL: 5009595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimt.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

			Miglani Ph. +91-8196848555	
42	Sonia	B.COM (Hons.)	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
43	Aman	BTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
44	Balwinder Pal	BTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
45	Kannu	BTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
46	Ravi Gupta	BTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
47	Rohini Lamma	BTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.62 LPA
48	Diksha	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi - Ph.+91-8800005599	3.00 LPA
49	Harjot	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi - Ph.+91-8800005599	3.00 LPA


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50	Janvee	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
51	Kanika	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
52	Nandini Bhandari	BBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
53	Chandni	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
54	Manpreet Kaur	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
55	Pinky	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
56	Khushdeep	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
57	Aman Nagar	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
58	Gagan	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA

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59	Jaikant Kumar	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
60	Neelam	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
61	Rajnish Kumar	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
62	Tanya Jearth	BAJMC	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
63	Karanvir Singh	B.SC (Multimedia)	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
64	Nikhil	B.SC (Multimedia)	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
65	Aarti	BTTM	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
66	Amandeep Kaur	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka 560103 Shresth- Ph. +91- 7080867273	7.00 LPA
67	Amrit Singh	BCA	Upskilling Edutech Pvt Ltd. Bellandur, Bengaluru, Karnataka	7.00 LPA


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			560103 Shresth- Ph. +91-7080867273	
68	Priya Mahi	B.SC (Multimedia)	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
69	Bhupinder Kumar	BTTM	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
70	Shivani Sharma	BTTM	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
71	Harshita	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
72	Anita	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
73	Bimla	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
74	Rachal	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
75	Simranjit Singh	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	1.32 LPA
76	Akash	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
77	Anchal Pathania	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA


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78	Komal	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.40 LPA
79	Priya	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
80	Renu	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.88 LPA
81	Rikle	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.88 LPA
82	Shalu	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.88 LPA
83	Anmol Vohra	MBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.88 LPA


Director
CT Institute of Mgt. & IT
Jalandhar

Dear Boney,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 19-July-2021 as "Trainee Sales".

As you are appointed to the position of "Trainee Sales", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 2500/- (**Two Thousand Five Hundred Only**) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

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- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

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346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan


Director
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Dear Gurdish Singh,

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Dear Ishfaq Nisar Khanday,

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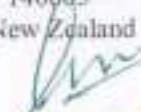
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Dear Jannat Kumari,

We would like to congratulate you on being selected for the role of Trainee Sales. It was a pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on **19-July-2021** as "Trainee Sales".

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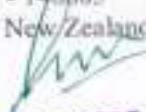
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Dear Rohit Kumar,

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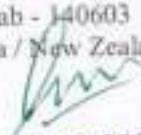
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Dear Sandeep Kaur,

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Dear Saurabh Kumar Isser,

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Shivam
HR Executive
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Dear Manisha,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 19-July -2021 as "Trainee Sales".

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Director
CT Institute of Mgt. & IT
Jalandhar

Dear Neetu,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 19-July-2021 as "Trainee Sales".

As you are appointed to the position of "Trainee Sales", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 2500/- (Two Thousand Five Hundred Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,

Shivangi

HR Executive

Antilog Vacations

346-347, Tricity Plaza

Zirakpur (Chandigarh)

Punjab - 140603

Ph: +91-17625- 38668 / M: 7087217503

www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

Antilog Vacations Private Limited

346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603

US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan



Director
CT Institute of Mgt. & IT
Jalandhar

Dear Priyanka,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 19-July -2021 as "Trainee Sales".

As you are appointed to the position of "Trainee Sales", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 2500/- (Two Thousand Five Hundred Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilovacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,

Shivangi

HR Executive

Antilog Vacations

346-347, Tricity Plaza

Zirakpur (Chandigarh)

Punjab - 140603

Ph: +91-17625- 38668 / M: 7087217503

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Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan



Director
CT Institute of Mgt. & IT
Jalandhar

Dear Rajwinder Kaur,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on 19-July -2021 as "Trainee Sales".

As you are appointed to the position of "Trainee Sales", in this capacity you will report directly to Manager Sales. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of Rs. 2500/- (Two Thousand Five Hundred Only) per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

Mandatory Docs Checklist (Kindly submit soft copy of below mentioned documents at hr@antilogvacations.com):

- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan


Director
CT Institute of Mgt. & IT
Jalandhar



Dear Zakir Hussain,

We would like to congratulate you on being selected for the role of Trainee Sales. It was pleasure interacting with you during interview rounds & we expect you to join Antilog Vacations Pvt Ltd on **19-July-2021** as "Trainee Sales".

As you are appointed to the position of "Trainee Sales", in this capacity you will report directly to **Manager Sales**. You will be entitled to undergo a corporate training for 6 months, during the training period you will be given a stipend of **Rs. 2500/- (Two Thousand Five Hundred Only)** per month. You are scheduled to work Monday through Saturday.

You will work in Morning shift with a 30 minute break, which can be changed according to company's requirement.

Please report to our Zirakpur office at 09:30 AM, along with documents mentioned in **Mandatory Documents Checklist**. You are required to submit all the documents according to the checklist, failing which the company reserves the right to withdraw this offer or cancel your appointment.

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- Original Educational documents (10th + Graduation + Post Graduation Mark sheet)
- Original Aadhar Card along with Original Passport
- Original PAN card
- Four Passport size photographs

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward you to revert on this soon, we wish you would have a great experience working with our organization.

"For any queries, please feel free to contact undersigned"

Sincerely,
Shivangi
HR Executive
Antilog Vacations
346-347, Tricity Plaza
Zirakpur (Chandigarh)
Punjab - 140603
Ph: +91-17625- 38668 / M: 7087217503
www.antilogvacations.com

P.S. Please carry this letter as reference on joining date

Antilog Vacations Private Limited
346-347, Tricity Plaza, Zirakpur (Chandigarh), Punjab - 140603
US / South Africa / Netherlands / France / Spain / UK / Australia / New Zealand / Japan


Director
CT Institute of Mgt. & IT
Jalandhar

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Aarif Hussain Khan.

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 3000 / 61747600
(CIN: U57399MH2009FTC130721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Laft Residency, Part B of 1st Floor, The Laft Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 42 9020 / 61747600
 (CIN: U52390MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Rahul Maithani,

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022-66 48 9000 / 61747600
(CIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component:	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2005PTC190721)

REWARDS OFFER STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Anmol Singh

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52390MH2009PTC190721)



Director
CT Institute of Mgt. & IT
Jalandhar

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part II of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

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TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Arun.

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 3rd Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No.: 022- 66 48 9000 / E1747600
(CIN: U12390MH2009P1C190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20625	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 41747600
 (CIN: U52390MH2009PTC190721)



REWARDS OFFER STATEMENT

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TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Neha Kumari

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Laitt Residency, Part B of 1st Floor, The Laitt Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61767500
(CIN: U52390MH2009PTC199721)

S A L A R Y C O M P U T A T I O N

Pay Component:	Monthly Amount	Annual Amount
Fixed:		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6247	80971
Statutory Bonus:	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	619	7289
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 3rd Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61797600
 (CIN: U52390MH2005PTC190721)



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

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TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Nikhil Kumar.

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

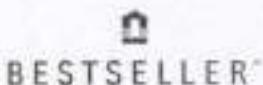
Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No: 022- 66 48 9000 / 61747600
(CIN: U52399MH2009FTCL190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit, Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 86 48 9000 / 61747600
 (CIN: U52390MH2009PTC190721)



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Paramdeep Singh.

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 14-August-2021

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61747620
(CIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
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ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 61747800
 (DIN: U52390MH2009PTC190721)



Offer Letter

Dear Ms. Gurpreet Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1ST, JULY 2021. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/ submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rso@clgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr.Karnaljit Kataria,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15th, JULY 2021. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr.Nitish Jamwal,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

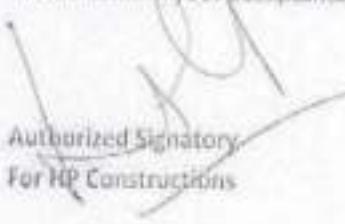
A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1ST, JULY 2021. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

68 Feet Road, Urban Estate Ph-II to Partipura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rso@clgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr.Prince,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1ST, JULY 2021. As discussed your CTC will be Rs. 14,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructors

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rcd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr.Gurmanpreet Singh,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15^T, JULY 2021. As discussed your CTC will be Rs. 14,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. +91 81968 48555 | rso@ctgroup.in

**Director
CT Institute of Mgt. & IT
Jalandhar**



Offer Letter

Dear Mr. Amrit Kumar,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "HR Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st, July 2021. As discussed your CTC will be Rs. 18,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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4. Bank Account details.

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Pt-II to Patrapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. - +91 81968 48555 | rsd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Ms. Anjali,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "HR Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st July, 2021. As discussed your CTC will be Rs. 18,000/- per month.

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4. Bank Account Details.

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. +91 81968 48555 | rsd@clgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr Dheeraj,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise


Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Harsimran Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise


Authorised Signatory
For JA Builders

JA Builders

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Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Mandeep Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81958 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitylowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

30

Offer Letter

Dear Ms Heena,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorised Signatory
For EA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
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Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Lakhbeer Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81958 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Manjinder Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Anil Singhania
For JA Builders

JA Builders

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Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@clgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Amrita,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

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4. Bank Account Details

Please confirm your acceptance or otherwise.

[Signature]
Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctlgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Shabnam Sidhu,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph.: +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Nitin Singh,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise.


Authorized Signatory
for JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.ctcitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms Priyanka Thakur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

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Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
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Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr Rahul Dev,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 15 July, 2021. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise

[Signature]
Authorised Signatory
For JA Builders

JA Builders

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sales@ctigroup.in | www.elibecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Anjali

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

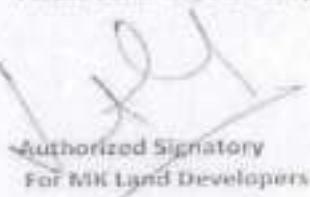
A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | mid@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Gauri

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shehpur, Jalandhar - 144020
Ph.: +91 81966 48555 | res@ctigroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Jobanpreet Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th

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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

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Near CT Institutions, Shahpur, Jalandhar - 144020
Ph.: +91 81968 40555 | rcit@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Manpreet Sahota

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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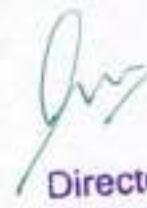
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4. Bank Account Details

Please confirm your acceptance or otherwise.


~Authorized Signatory
For MK Land Developers

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Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 40555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Sonia

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

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4. Bank Account Details.

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 40556 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Mr.Aman,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th

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Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Puriarpur Road,
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | nsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Mr. Balwinder Pal,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shalpur, Jalandhar - 144020
Ph.: +91 81968 40555 | rsl@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms.Kannu,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

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4. Bank Account Details.

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph.: +91 81968 48555 | red@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Mr.Ravi Gupta

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.

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For MK Land Developers

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Ph. : +91 81968 46555 | rrd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dear Ms. Rohini Lamma

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 25th August 2021. As discussed your CTC will be Rs. 13,500/- per month.

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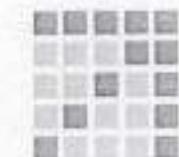
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3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

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Director
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Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Diksha,

Sub: Offer of Appointment as Career Advisor

Dear Diksha,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
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6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the



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organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2021. Your joining date will be 26th June 2021.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



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Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Harjot,

Sub: Offer of Appointment as Career Advisor

Dear Harjot,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
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Dr. Aparna Sethi
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-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Janvee,

Sub: Offer of Appointment as Career Advisor

Dear Janvee,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
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Good Luck!



Dr. Aparna Sethi
Director – Protouch



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Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Kanika,

Sub: Offer of Appointment as Career Advisor

Dear Kanika,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
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Good Luck!



Dr. Aparna Sethi
Director – Protouch



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Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Nandini Bhandari,

Sub: Offer of Appointment as Career Advisor

Dear Nandini Bhandari,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
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Good Luck!


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Director – Protouch


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Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Chandni,

Sub: Offer of Appointment as HR Executive

Dear Chandni,

Management is pleased to offer you the position of HR Executive with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
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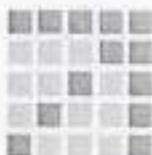
Good Luck!



Dr. Aparna Sethi
Director – Protouch



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Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2021

To Manpreet Kaur,

Sub: Offer of Appointment as Telecaller

Dear Manpreet Kaur

Management is pleased to offer you the position of Telecaller with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
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Good Luck!



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Date: 15/02/2021

To Pinky,

Sub: Offer of Appointment as HR Executive

Dear Pinky,

Management is pleased to offer you the position of HR Executive with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
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Good Luck!


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Date: 15/02/2021

To Khushdeep,

Sub: Offer of Appointment as HR Executive

Dear Khushdeep,

Management is pleased to offer you the position of HR Executive with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
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5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the



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Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2021. Your joining date will be 26th June 2021.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Aman Nagar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd August, 2021.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd August, 2021. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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Karnataka 560037

Director
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Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of **Upskilling Edutech Pvt Ltd** for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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Road, Prior Kadubeeshwari, Bellandur, Bengaluru
Karnataka 560102

**Director
CT Institute of Mgt. & IT
Jalandhar**

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Karnataka 560107



Director
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Jalandhar

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulæ, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd



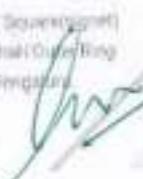
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Karnataka 560100


Director
CT Institute of Mgt. & IT
Jalandhar

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Offer / Appointment Letter

Dear Gagan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakhs only**) comprising of fixed component of up to **INR 4,00,000** (**Four Lakhs only**), variable component of up to **INR 3,00,000** (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (**INR 15,000 fixed + INR 10,000 incentives**).

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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Karnataka 560103

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Jalandhar



**Skill
VERTEX**

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of **Upskilling Edutech Pvt Ltd** for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Jalandhar

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

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Karnataka 560103

Director
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Jalandhar

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

- 11.1.** By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2.** You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.





ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

491 9600071300
+91 96000712000

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Upskilling Edutech Pvt Ltd, Embassy Tech Space (Bengaluru)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post: Kadubeeshanahalli, Bengaluru, Karnataka 560100

Director
CT Institute of Mgt. & IT
Jalandhar

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate. Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Offer / Appointment Letter

Dear Jaikant Kumar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakhs only)** comprising of fixed component of up to **INR 4,00,000 (Four Lakhs only)**, variable component of up to **INR 3,00,000 (Three Lakhs only)** per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives)**.

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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



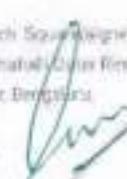
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Road, Post: Kalyanpurashahalli, Bellandur, Bengaluru
Karnataka 560043



Director
CT Institute of Mgt. & IT
Jalandhar



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Road Post Kadubeeshwari, Bellandur, Bengaluru
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

- 11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

- 11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

- 13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

- 13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.





ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd

+91 9856021300
+91 9806012809

support@skilvertex.in
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Upskilling Edutech Pvt Ltd, Embassy Tech Village (Signature)
Cessna Business Park, Gurugram - Mahindra Outer Ring
Road Post: Kasolivasantkhali, Beliaghata, Bengaluru
Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Offer / Appointment Letter

Dear Neelam,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakhs only)** comprising of fixed component of up to **INR 4,00,000 (Four Lakhs only)**, variable component of up to **INR 3,00,000 (Three Lakhs only)** per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives)**.

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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+91 9606011200



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Road Post-Kadubeeshwarhalli, Bengaluru, Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Karnataka 560103



**Director
CT Institute of Mgt. & IT
Jalandhar**

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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Road, Fresh-Kadubeenkavalis, Bellandur, Bengaluru
Karnataka 560078



Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Karnataka 560103


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Jalandhar

10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. **Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. **No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.





Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME: _____

-

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Offer / Appointment Letter

Dear Rajnish Kumar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment offer** with Upskilling Edutech Pvt Ltd for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakhs only**) comprising of fixed component of up to **INR 4,00,000** (**Four Lakhs only**), variable component of up to **INR 3,00,000** (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (**INR 15,000 fixed + INR 10,000 incentives**).

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



+91 9626021360
+91 9866012069



support@skilvertex.in
www.skilvertex.in



Upskilling Edutech Pvt Ltd, Embassy Tech Village (B Wing)
E�ssene Business Park, Gayapur - Marathahalli Outer Ring
Road, Post - Khisibetatalall, Bellandur, Bengaluru
Karnataka 560090

Director
CT Institute of Mgt. & IT
Jalandhar

b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of **Upskilling Edutech Pvt Ltd** for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Govindji Elizet Pet. Ltd, Entherry Tech Square,
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road Post: Kattibeswaramhalli, Bellandur, Bengaluru
Karnataka 560085

Director
CT Institute of Mgt. & IT
Jalandhar

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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



+91 9600012300
+91 9600012809



Support@skillvertex.in
www.skillvertex.in



Upaling Education Pvt. Ltd, Embassy Tech Park (Bengaluru)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post-Kadubevanahalli, Bengaluru, Karnataka 560103

**Director
CT Institute of Mgt. & IT
Jalandhar**



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:
It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



+91 9636021304
+91 9636012804



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Opining Edutech Pvt Ltd, Embrey Tech Square (Wing A)
Gesava Business Park, Geyya - Marathahalli Outer Ring
Road, Panch-Kaduburkannapalli, Bellandur, Bengaluru
Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



+91 9646021809
+91 9606012809



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Upadhyog Edutech Pvt. Ltd. Ernakulam Tech Square (Nellie)
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Road, Post: Kadubeesanahalli, Bellandur, Bengaluru
Karnataka 560109


Director
CT Institute of Mgt. & IT
Jalandhar



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



+91 960001300
+91 9600012009



support@skillvertex.in
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Skillering EdTech Pvt Ltd, Endiary Tech (Socware) Pvt
Cessna Business Park, Sejapur - Malahalli Outer Ring
Road, Post: Kadubeesahalli, Bellandur, Bengaluru,
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME: _____

-

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd



+91 9606012800
+91 9606012809



support@skillvertex.in
www.skillvertex.in



Upskilling Edutech Pvt. Ltd. (Edutech Tech Solutions)
Ceyara Business Park, Sejapur - Malathalli, Outer Ring
Road, Post: Kadubeesahalli, Bengaluru, Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, AccountNumber, IFSC Code.



Offer / Appointment Letter

Dear Tanya Jearth,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on 3rd August, 2021.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (Seven Lakhs only) comprising of fixed component of up to INR 4,00,000 (Four Lakhs only), variable component of up to INR 3,00,000 (Three Lakhs only) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

a.) Commencement/Validity of Employment

Your employment will be effective, as of 3rd August, 2021. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



+91 9606021380
+91 9606021389



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www.skillvertex.in



Upskilling Edutech Pvt. Ltd, Embark Tech Solutions (P) Ltd
Desiree Business Park, Sejapu - Marathahalli Outer Ring
Road, Post - Kalyanpuranahalli, Bellandur, Bangalore
Karnataka 560075

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of **Upskilling Edutech Pvt Ltd** for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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+91 9630012809



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Upskilling Edutech Pvt. Ltd, Embassy Tech Square, 2nd Floor
Cessna Business Park, Sarjapur - Marathalli Main Road,
Post-Kadubanavata Hill, Bellandur, Bengaluru
Karnataka 560070


Director
CT Institute of Mgt. & IT
Jalandhar

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



+91 9666071300
+91 9626072300



support@skillvertex.in
www.skillvertex.in



Upcoming Edutech Pvt. Ltd, Embassy Tech Park (Phase II)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post-Kadubeesanahalli, Bellandur, Bangalore,
Karnataka 560037


Director
CT Institute of Mgt. & IT
Jalandhar

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



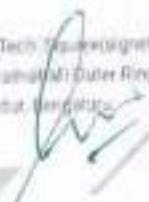
+91 9666021300
+91 9666012809



support@skillvertex.in
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Tipasiling Estate, Plot 138, Embury Tech (Phase 1) Site
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post: Kadubeasantnagar, Bellandur, Bengaluru
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions.

Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



+91 9626027160
+91 9626027169



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Upilling Edutech Pvt. Ltd. Embassy Tech Square (Right)
Cessna Business Park, Gajapuri - Marathahalli Outer Ring
Road, Post-Ansabeesanhalli, Bengaluru, India - 560103
Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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Road, Post-Kadubeeshwaram, Bengaluru,
Karnataka 560034

Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd



+91 9626021385
+91 9626012509



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Upskilling Edutech Pvt. Ltd, Embassy Tech Park (Phase II)
Cessna Business Park, Sacajpur - Marathahalli Outer Ring
Road, Post-Kadubeesanahalli, Bellandur, Bengaluru,
Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar



**Skill
VERTEX**
Skilled Human Resource Development Skill Center

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



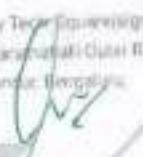
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Qualifying Edutech Pvt. Ltd. Embassy Tech Village
Cessna Business Park, Sarjapur - Marathahalli Main Ring
Road, Post: Kadubeesanahalli, Bengaluru, Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Karanvir Singh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakhs only**) comprising of fixed component of up to **INR 4,00,000** (**Four Lakhs only**), variable component of up to **INR 3,00,000** (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (**INR 15,000 fixed + INR 10,000 incentives**).

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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+91 9868012308



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Upskilling Edutech Pvt. Ltd. Firmancy Tech Zone, Jagat City
Cessna Business Park, Sector 1 - Manesar Haryana
Plot No:- K-22, Sector 1, Manesar, Haryana
Karnataka 503102

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of **Upskilling Edutech Pvt Ltd** for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you.** You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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+91 9605012609



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info@skillvertex.in



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Road, Post: Kodihesamahall, Bellandur, Bengaluru
Karnataka 560103



Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Cetana Business Park, Seepzpur - Marathahalli Outer Ring
Road, Post-Kadubeesanahalli, Bellandur, Bengaluru,
Karnataka 560040.

Director
CT Institute of Mgt. & IT
Jalandhar

8.Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9.Company Property

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

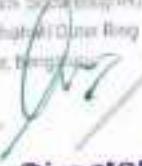


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Desai Business Park, Sodepur - Mysore Road
Post Post Kadubeesahalli, Bellary, Karnataka 560003


Director
CT Institute of Mgt. & IT
Jalandhar

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Upniling Infotech Pvt. Ltd, Embassy Tech Square (GIF)
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Road, Post: Kadubeesanahalli, Bellandur, Bengaluru
Karnataka 560102

**Director
CT Institute of Mgt. & IT
Jalandhar**



10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



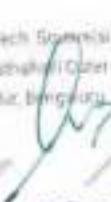
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+91 9866017609



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Spiraling Edges Pvt. Ltd. Embers Tech Space (Sigeuppi)
Desai's Business Park, Sarjapur - Mandya (Old) Circle Road
Post: Post: Kadurkavalli, Belandur, Bangalore
Karnataka 560100


Director
CT Institute of Mgt. & IT
Jalandhar

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



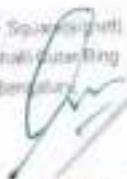
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Cetona Business Park, Siejapur - Mananthawadi Main Ring
Road, P.O.-Kantheswaram, Belgaum, Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



14. Notices

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

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

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.

**Director
CT Institute of Mgt. & IT
Jalandhar**



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



+91 9666021300
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Uttilling Edutech Pvt. Ltd, Embassy Tech Square (Plot No. 201)
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Road, Post-Kidubeesarhalli, Bellandur, Bangalore
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME:

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd



+91 9606021308
+91 9800012009



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Upskilling Edutech Pvt. Ltd, Embassy Tech Square (signet)
Gesava Business Park, Sejapu - Mahanahali Outer Ring
Road, Post- Karhuzetanahalli, Bellandur, Bangalore
Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar

SL. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Offer / Appointment Letter

Dear Nikhil,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment offer** with Upskilling Edutech Pvt Ltd for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd January 2022**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakhs only**) comprising of fixed component of up to **INR 4,00,000** (**Four Lakhs only**), variable component of up to **INR 3,00,000** (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (**INR 15,000 fixed + INR 10,000 incentives**).

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd January 2022**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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Upskilling Edutech Pvt. Ltd. Embassy Tech Park (Phase II)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post- Kadubeesanhalli, Bellandur, Bangalore
Karnataka 560103



Director
CT Institute of Mgt. & IT
Jalandhar



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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Post: Post: Kadubeesanhalli, Bellandur, Bengaluru,
Karnataka 560102


Director
CT Institute of Mgt. & IT
'Alandhar'

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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Post: Post Kadubonnahalli, Bellandur, Bengaluru
Karnataka 560106



10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



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+91 9606021209



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Road, Post- Kadubeesanhalli, Bellandur, Bengaluru,
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 29/12/2021.

NAME:

DATE: _____

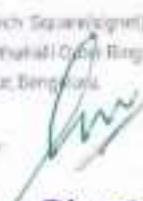
(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd

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+91 9650012609

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www.skillvertex.in

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Road, Post- Kadubeesamahalli, Bellandur, Bengaluru,
Karnataka 560102


Director
CT Institute of Mgt. & IT
Jalandhar

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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Road, Post: Karubemantahalli, Bellandur, Bengaluru,
Karnataka 560103

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CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Aarti,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Upskilling Edutech Pvt. Ltd for the position of Business Development Associate in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000** (**Seven Lakhs only**) comprising of fixed component of up to **INR 4,00,000** (**Four Lakhs only**), variable component of up to **INR 3,00,000** (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000** (**INR 15,000 fixed + INR 10,000 incentives**).

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August, 2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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Road, PYO, Kadubeesahalli, Bellandur, Bangalore,
Karnataka 560 069


Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



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Road, Bengaluru - Kudlu (Kadubeeshwaram), Bengaluru, Karnataka 560034

Director
CT Institute of Mgt. & IT
Jalandhar

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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



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Road, Pilar, Kadubeeshwari, Bengaluru, Karnataka 560102

**Director
CT Institute of Mgt. & IT
Jalandhar**

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

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It prevents an employee for engaging in overtime assignments (if applicable).

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It violates provisions of law or the Company's policies and procedures.

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Road, Post-Karibesandhali, Bellandur, Bengaluru,
Karnataka 560062



10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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Karnataka 560103

**Director
CT Institute of Mgt. & IT
Jalandhar**

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

14. Notices

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

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17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd



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+91 9636012869



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Karnataka 560103

Director
CT Institute of Mgt. & IT
Jalandhar

SL No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable) • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



+91 9606021300
+91 9606012007



support@skillvertex.in
www.skillvertex.in



Unikilling Edutech Pvt. Ltd. Building Tech Segment
Desire Business Park, Savapuri - Marathahalli Outer Ring
Road, Peen-Kadubeesanahalli, Bengaluru, Karnataka 560103



Director
CT Institute of Mgt. & IT
Jalandhar



Offer / Appointment Letter

Dear Amandeep Kaur,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August,2021**.

1. Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakhs only)** comprising of fixed component of up to **INR 4,00,000 (Four Lakhs only)**, variable component of up to **INR 3,00,000 (Three Lakhs only)** per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives)**.

a.) Commencement/Validity of Employment

Your employment will be effective, as of **3rd August,2021**. This offer of appointment is valid until **29th December 2021** for acceptance. If we do not hear from you by **29th December 2021** i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



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+91 9600012864



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Upskilling Edutech Pvt. Ltd, Embassy Tech Square, 9th Floor,
Cognex Business Park, Seesayur - Macathalli Outer Ring,
Innre Poorni Kukkehalli, Bellandur, Bengaluru
Karnataka 560069



Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

4.5. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pays buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.6. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The working hours during your association with us will be from 11 A.M. to 8 P.M. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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

8. Discipline

It is an express condition of target-based services that you shall wholly devote your time to, for the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

8.2 All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may include dismissal.

8.3 You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

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

9. Company Property

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

10. Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct & Ethics:

10.1 Investments - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded, and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

10.2 Engaging in private trade or alternate/ outside employment - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



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sales@skillvertex.in



Timeline Edutech Pvt. Ltd. Kirtiwas Tech Square (B-1)
Kirtiwas Business Park, Sejalpur - Manekdahad, Dute Ring
Road, Pimpri Chinchwad, (Bhilwara, Maharashtra)
Kirtiwas 411021


Director
CT Institute of Mgt. & IT
'andhar'



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



+91 9606011363
+91 9606012809



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www.skillvertex.in



Skill Vertex India Pvt. Ltd. Embassy Tech Square (signed)
Cessna Business Park, Sarjapur - Marathahalli Outer Ring
Road, Post Kadubeeshwari, Bellandur, Bengaluru
Karnataka 560103


Director
CT Institute of Mgt. & IT
Jalandhar

11. Data Privacy

- 11.1.** By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.
- 11.2.** You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.



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Investing India Pvt. Ltd, Embassy Tech Square (Regd.)
Oscars Business Park, Sanapur - Marathahalli Outer Ring
Road, Post: Kudlu, Bangalore, Karnataka, India - 560102


Director
CT Institute of Mat. & IT

14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **Upskilling Edutech Pvt Ltd**, and will report on or before 29/12/2021.

NAME:

-

DATE: _____

(Candidate's Signature)

With Regards,

VP- Human Resources

Upskilling Edutech Pvt Ltd



+91 984621380
+91 9606012009



skillvertex@outlook.com
info@skillvertex.in



UPLS - UPLS Pvt. Ltd. Embassy Tech Space (Signature)
C-10, 1st Floor, Sector 10, Marathahalli Outer Ring
Road, HSR Layout, Marathahalli, Bengaluru,
Karnataka 560102.

Director
CT Institute of Mgt. & IT
Bengaluru

Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> • Pay slip of Last 3 Months of previous employment (if applicable). • Relieving Letter from Previous Served Company (if applicable). • Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photographs
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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+91 9606012801



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Plot No. 10, Sector 10, DLF Phase 1, Embassy Tech Zone (Noida)
C-10, Sector 10, Gurgaon - Manesar Expressway,
Sector 10, Gurgaon, Haryana, India
Pincode: 122018

Director
CT Institute of Mgt. & IT
'I'andhar



Offer / Appointment Letter

Dear Ankit Singh

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Upskilling Edutech Pvt Ltd** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on **3rd August, 2021**.

1. Compensation

We confirm offering annual compensation of INR 7,00,000 (**Seven Lakhs only**) comprising of fixed component of up to INR 4,00,000 (**Four Lakhs only**), variable component of up to INR 3,00,000 (**Three Lakhs only**) per annum to you.

2. Probation Period

You will be on probation for up to 90 days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in the first 10 days (UNPAID). You are required to obtain a minimum of four unit of sales during your first 10 days of training period to clear the On the Job Training (OJT) period successfully. Once you clear the On the Job Training (OJT) period, only then you are primed and required to be under your probation period. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of INR 25,000 (INR 15,000 fixed + INR 10,000 incentives).

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Your employment will be effective, as of 3rd August,2021. This offer of appointment is valid until 29th December 2021 for acceptance. If we do not hear from you by 29th December 2021 i.e. the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.



471 9600027300
471 9600037300



Anyang Photech Pvt. Ltd., Embassy Tech Square, 9th fl.
DLF Cyber City, Phase 4, Sector 91, Noida-201301,
Uttar Pradesh, India.

Director
CT Institute of Mgt. & IT
Jalandhar



b.) Immediate Posting and Future Transfer

You will report to the designated manager, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management.

Such an establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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4.1. During the probation period your services can be terminated with 48 Hours' notice from companies side. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice from the companies' side.

4.2. By signing this offer letter you agree to remain an employee of Upskilling Edutech Pvt Ltd for a period of three months and if you leave the company before that period the company has the right to hold your salary as compensation. If you wish to leave the company during this period you'll notify the company and serve a notice period of one month.

4.3. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you. You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.



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

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6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

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



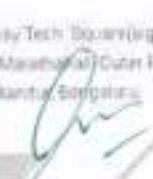
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Director
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8. Discipline

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You are to adhere strictly to the following Company Code of Conduct & Ethics:

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It prevents an employee from fully performing work for which he/ she is employed with the Company.

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Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.



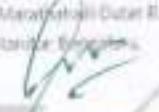
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SKILL VERTEX PVT. LTD. Embassy Tech. Business Park
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Road, Opp. Radha Sevagram, Basaveshwaranagar
Bengaluru - 560037


Director
CT Institute of Mgt. & IT
Ialandhar



10.4. You shall at all times conduct yourself soberly and temperately while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".



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Karnataka - 560070, India
+91 9606012804



Director
CT Institute of Mgt. & IT
'Alandhar'



11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

12. Indemnity

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

13. Severability, integration and No Modification Clause

13.1. Severability – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

13.2. No Modification – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or communication with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer/agent of such party.



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+91 9650019804



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www.skillvertex.com



Skill Vertex Ltd, Emerging Tech Secondary Wing,
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Road, Kudlu, Bengaluru - 560094
Mobile: +91 98800 66666

Director
CT Institute of Mgt. & IT
Bengaluru



14. Notices

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

15. Applicability of Company Policy

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

16. Governing Law/Jurisdiction

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

17. Rules & Regulations

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly

For, Upskilling Edutech Pvt Ltd.



Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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+91 9660012809



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www.skillvertex.in



Upkilling Edutech Pvt. Ltd, Embassy Tech Square (Plot No. 1)
Cessna Business Park, Geyur - Mahadevapura Main Road,
Post: Kadubeesahalli, Bellandur, Bengaluru
Karnataka 560102


Director
CT Institute of Mgt. & IT
Ishandhar



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Upskilling Edutech Pvt Ltd, and will report on or before 29/12/2021.

NAME:

DATE:

(Candidate's Signature)

With Regards,
VP- Human Resources
Upskilling Edutech Pvt Ltd



Sl. No.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> - Pay slip of Last 3 Months of previous employment (if applicable). - Relieving Letter from Previous Served Company (if applicable). - Graduation Certificate Other relevant educational certifications
2.	Color Scanned Copy of Photograph.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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info@smdjal.com
<http://smdjal.com>

Dear Ms. Priya Mahi,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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A handwritten signature in black ink, appearing to read 'Jaskirat -' followed by a dash.

Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics

A handwritten signature in blue ink, appearing to read 'Jas' followed by a dash.

Director
CT Institute of Mgt. & IT
Jalandhar



Sohal Mechanical Dynamics

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info@smdjal.com
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Dear Mr. Bhupinder Kumar,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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A handwritten signature in black ink, appearing to read 'Jaskirat Sohal'.

Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics

A handwritten signature in blue ink, appearing to read 'Director'.

Director
CT Institute of Mgt. & IT
Jalandhar



Sohal Mechanical Dynamics

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Dear Ms. Shivani Sharma,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Jaskirat -
Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics

Anurag
Director
CT Institute of Mgt. & IT
Jalandhar



Sohal Mechanical Dynamics

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info@smdjal.com

http://smdjal.com

Dear Ms. Harshita,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics


Director
CT Institute of Mgt. & IT
Jalandhar



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Dear Ms. Anita,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Jaskirat -
Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics

[Signature]
Director
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Dear Ms. Bimla,

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Jasbirat -
Authorized Signatory
Jasbirat Sohal
Sohal Mechanical Dynamics

Jasbirat
Director
CT Institute of Mgt. & IT
Jalandhar



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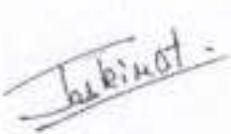
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info@smdjal.com
<http://smdjal.com>

Dear Ms. Rachal,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Sohal Mechanical Dynamics


Director
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Jalandhar



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info@smdjal.com

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Dear Mr. Simranjit Singh,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

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Dear Mr. Akash,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics


Director
CT Institute of Mgt. & IT
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Dear Ms. Anchal Pathania,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Jaskirat -
Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics

Anchal Pathania
Director
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Dear Ms. Komal,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Dear Ms. Priya,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2021. As discussed your CTC will be Rs. 11,000/- per month.

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Jaskirat -
Authorized Signatory
Jaskirat Sohal
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[Signature]
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info@sndjal.com

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Dear Ms. Renu,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

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Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics


Director
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info@smdjal.com

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Dear Ms. Rinkle,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

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Dear Ms. Shalu,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

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Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics


Director
CT Institute of Mgt. & IT
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info@smdjal.com

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Dear Mr. Anmol Vohra,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our organization.

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Jaskirat Sohal
Sohal Mechanical Dynamics

Director
CT Institute of Mgt. & IT
Jalandhar



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TEL: 5009595, 605 | +91-98146-46225
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ACADEMIC YEAR

2019-20

Director
CT Institute of Mgt. & IT
Jalandhar



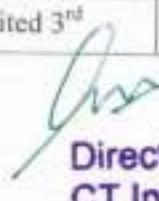
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5.2.1 Percentage of placement of outgoing students progressing to higher education during the last five years

2019-2020				
SR. NO	Name of Student who has been placed	Program Graduated From	Name of the employer with contact details	Pay Package at Appointment (In INR Per Annum)
1	Akshay	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
2	Aman	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
3	Aman Preet Kaur	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.50 LPA
4	Amandeep Kaur	BCA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
5	Amandeep Kaur	BBA	RBA(Restaurant Brands Asia) Limited (Posting at Burger King Ludhiana), Kunal Ph. -+91- 9779283084	1.74 LPA
6	Amanjot Kaur	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.50 LPA
7	Amit	BCA	Reliance SMSL Limited 3 rd	1.19 LPA


Director
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			Floor,Court House Mumbai-400002 Kuldeep- 2267673800	
8	Amit Kumar	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.50 LPA
9	Ankush Gouri	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.50 LPA
10	Anmol Pahwa	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
11	Anmol Rattan	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
12	Anshika Chadokar	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
13	Arpita	BCA	Reliance SMSL Limited 3 rd Floor,Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
14	Damanjeet Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA

Director
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15	Dominic Zosangliana	B.COM	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
16	F.Lalmsanpuia	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
17	Gagandeep Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
18	Gurdeep Singh	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.50 LPA
19	Gurpreet Singh	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.26 LPA
20	Hardeep Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
21	Hardeep Sohal	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
22	Harish	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA

Director
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23	Harjot Kaur	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
24	Harneet Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	1.38 LPA
25	Harpreet Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	1.38 LPA
26	Harpreet Kaur	BCA	Reliance SMSL Limited 3 rd Floor, Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
27	Jasika	BCA	Reliance SMSL Limited 3 rd Floor, Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
28	Jasmeet Kaur	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.26 LPA
29	Jatin Royal	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
30	Jyoti	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
31	Kamal	B.COM	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road. Inderjit Singh Miglani Ph.	1.50 LPA

**Director
CT Institute of Mgt. & IT
Jalandhar**



CT INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
TEL: 5009595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

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			+91-8196848555	
32	Kapil	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.26 LPA
33	Lovepreet Singh	BBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.26 LPA
34	Mamta	B.COM	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	2.04 LPA
35	Mandeep Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
36	Mangesh	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
37	Manjit Kaur	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
38	Manpreet Kaur	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
39	Manpreet Kaur	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA


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40	Manpreet Kaur	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
41	Navpreet Kaur	MTTM	Reliance SMSL Limited 3 rd Floor,Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
42	Neha	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	1.20 LPA
43	Parikshit Kalia	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	3.00 LPA
44	Pooja Barik	MTTM	Reliance SMSL Limited 3 rd Floor,Court House Mumbai-400002 Kuldeep- 2267673800	1.19 LPA
45	Prabhjot Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	1.20 LPA
46	Priya	B.COM	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
47	Rajan Bir Singh	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
48	Rajeev Kumar	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA

Director
CT Institute of Mgt. & IT
Jalandhar



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EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

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49	Ranvir Singh	MBA	Trust Valley, JA Builders 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.20 LPA
50	Saihlupuii Sailo	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
51	Sandeep	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	2.04 LPA
52	Sapna	B.COM	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph. +91-8800005599	3.00 LPA
53	Sapna Rajpoot	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	2.04 LPA
54	Shanawaz Hamid Nengroo	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.86 LPA
55	Shaweta	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	2.04 LPA
56	Simerjit Kaur	MCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph. +91-172-5007263	2.04 LPA
57	Sonia	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh	2.04 LPA


**Director
CT Institute of Mgt. & IT
Jalandhar**



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INFORMATION TECHNOLOGY**

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			(UT) Jyotsna Ph.+91-172-5007263	
58	Sonia	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
59	Sonia	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.86 LPA
60	Sukhpal	BCA	RAPS iTech (Raps Consultancy Services Pvt. Ltd.) S.C.O. 196-197 3 rd Floor, Sector 34-A Chandigarh (UT) Jyotsna Ph.+91-172-5007263	2.04 LPA
61	Supreet Kaur	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.74 LPA
62	Tajamul Showket	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.74 LPA
63	Zoramawipuij	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.74 LPA

Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Akshay

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

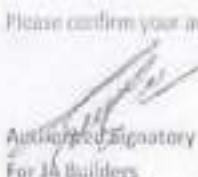
A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc., furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81958 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Aman

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitybuilders.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms.Aman Preet Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per-month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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4. Bank Account Details

Please confirm your acceptance or otherwise.



Autograph Signatory
For JA Builders

JA Builders

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Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms. Armandeep Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submitting. All documents should be self-attested:

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise:


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Date: 1st February 2020Offer Letter

Ms. Amandeep Kaur

SUB: Offer of an Employment

Dear Amandeep Kaur ,

We refer to our recent discussion regarding your employment with Restaurant Brands Asia Limited . This is an official letter confirming that We are pleased to provide you an offer of employmennt as Sales Executive in our company .

Your place of posting would be Burger King Ludhiana , Punjab . Your Monthly CTC will be Rs. 14500/- The detailed salary annexure is attached.

Your Date of Joining with effective from 1.10.2020 .

Congratulations and welcome to RESTAURANT BRANDS ASIA LIMITED .

FOR RESTAURANT BRANDS ASIA LIMITED



restaurant brands asia limited

(Formerly known as Burger King India Limited)

Registration office : Unit No. 1002 to 1007, 10th Floor, Mittal Commercial, Asian Plaza Road, Chembur, Mumbai - 400088
CIN : U51204MH2010PLC249864 | info@burgerking.in | Tel : 022-7193 3360 | Website : www.burgerking.in

Director
CT Institute of Mgt. & IT.
Jalandhar



Offer Letter

Dear Ms. Amanjot Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Amanjot Kaur
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph- II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020.
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctigroup.in | www.elitecitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/20/PT/60572306/1001395440

Date: 12.01.2020

Amit

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Amit,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

- 1.Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Associate Part Timer** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and/or exigencies of work and accordingly, you shall be informed from time to time.
- 2.You will join the duty as and when you are instructed to report.
- 3.Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
- 4.Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
- 5.You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below.

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.
We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signature

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999H2007PLC107724

Registered Office: 3rd Floor, Civen House, Lohmanya, Tandi Marg, Chhatial, Mumbai-400 002, India. Ph: +91 22 67573800

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the termination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice period in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above entitlements should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any authorized verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, Infrafire Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other person in future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your entitlements.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" as in case of reasonable suspicion of misconduct, dishonesty and commission of an act involving moral turpitude, any act of indiscipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitment or dealings on behalf of the client / Company for which you have no express authority nor allow or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (Formerly Strategic Managed Solutions Limited-I)
CIN: U74889MH2007PLC167294

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dadar East, Mumbai-400 002, India. Phone: +91-22 87673800


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

service tenure or payment of the liquidated damages as law thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on reception of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts in Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become unacceptable, the rest of the does not become null and void.
20. In the mutual course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MRBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Civil House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002, India. Ph. No. 91 22 67673800


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Amit Kumar,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Ms. Ankush Gouri

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
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Please confirm your acceptance or otherwise.


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Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT).
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Mr. Anmol Pahwa,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

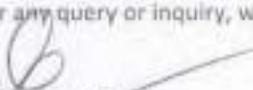
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
B20, New Link Road, Jagdishwari (West), Mumbai - 400082, Maharashtra, INDIA.
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsitech.com


Director
CT Institute of Mgt. & IT
Jalandhar



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www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Anmol Rattan,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

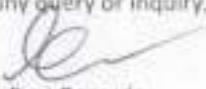
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

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With Best Regards,

HRD

RAPS iTech

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For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapssepl.com


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms. Anshika Chadokar

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorised Signatory
For JA Builders

JA Builders

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Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HRUJAN/20/PT/60572306/1001395441

Date: 12.01.2020

Arpita

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Arpita,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a Associate Part Timer on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.

2. You will join the duty as and when you are invited to report.

3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.

4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.

5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below:

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESIC and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organisation. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signature

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
C.R. U/T/4999/RM/2007PLC162704

Registered Office: 3rd Floor, Court House, Lohkhandwala Marg, Oberoi Fonda, Mumbai-400 002, India. Phone: +91 22 87673300

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the termination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or salary in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above entitlements should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given an objection in favour of the Company (Or its group Companies and associates) to share and widely share your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any unprecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your entitlements.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, dishonesty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an inquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives, promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior(s) or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: UT4899MH2007PLC157724

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Ghat, Mumbai - 400 002, India | Phone: +91 22 6771800


**Director
CT Institute of Mgt. & IT
Jalandhar**

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safeguarding of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one or more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resumé, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBB, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar card), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: UT4899RAH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Ghat, Mumbai - 400 002. India. +91 22 87673800


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 186-187, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007283

Letter of Intent

Dated : 18-04-2020

Dear Ms. Damandeet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
826, New Link Road, Juhu (West), Mumbai - 400082, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsgroupltd.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsiittech.com


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O, 196-197, 3rd Floor, Sector 34-A, Chandigarh (H.P.)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Mr. Dominic Zesanglana,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

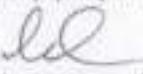
It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

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With Best Regards,

HRD

RAPS iTech

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620, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupplc.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsipl.com


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear MR. F.Lalmuanpoina

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise.


Arun Kumar (Signatory)
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81958 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5307263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Gagandeep Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

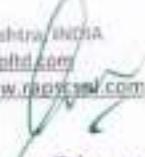
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

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RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsittech.com



Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr. Gurdeep Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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Please confirm your acceptance or otherwise.

Authorized Signatory
For JA Builders

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sales@ctggroup.in | www.eliticitytowers.in


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Gurpreet Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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Please confirm your acceptance or otherwise.


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For JA Builders

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Director
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Jalandhar



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S.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007293

Letter of Intent

Dated : 18-04-2020

Dear Ms. Hardeep Kaur,

CT Group of Institutions, Jalandhar.

Welcome to RAPS !

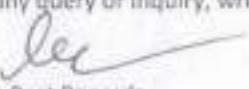
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

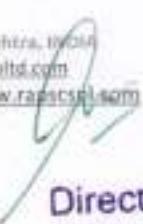
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q.: RAPS Consultancy Services Private Limited
820, New Link Road, Jageshwari (West), Mumbai - 400303, Maharashtra, India
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Hardeep Sohal,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

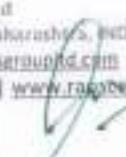
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
620, New Link Road, Nagarkarvi (West), Mumbai - 400102, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsigroup.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsipl.com


Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Harish

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Ashwinkumar
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms. Harjot Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

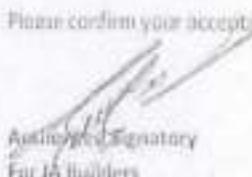
A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 11,500/- per month.

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For JA Builders

JA Builders

66 Fent Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81950 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Harneet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

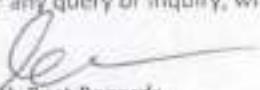
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

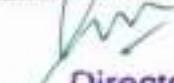
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
620, New Link Road, Ingeshwari (West), Mumbai - 400102, Maharashtra, INDIA.
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsitc.com



Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Harpreet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

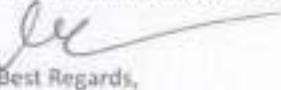
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q.: RAPS Consultancy Services Private Limited
E20, New Link Road, Inglesiwari (West), Mumbai - 400103, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsgroupltd.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsitech.com


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/20/PT/60572306/1001395442

Date: 12.01.2020

Harpreet Kaur

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Harpreet Kaur,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a Associate Part Timer on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and for exigencies of work and accordingly, you shall be informed from time to time.

2. You will join the duty as and when you are intimated to report.

3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.

4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.

5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below.

	Rs. per month
Basic:	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESIC and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signatory

Signature of the Employer:

Director
CT Institute of Mgt. & IT
Jalandhar

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Marquees Solutions Limited)
CSC: U74039941Z007FLC1E77D4

Registered Office: 3rd Floor, Chirag Square, Unmarg, Malad East, Mumbai 400 092, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS DE EMPLOYMENT

- Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your link with the employment leading to the termination of this contract.
 - Your appointment is based on the basis of the personal particulars furnished by you in the application for engagement. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
 - The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
 - All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
 - You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably enter your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
 - You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
 - Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
 - If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
 - Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
 - Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of indiscipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
 - You shall cooperate with the client's employees, customers, representatives/ partners of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
 - You will refrain from any activity that results in a conflict of interests between you and the Company.
 - You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
 - You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
 - You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SME Limited (formerly Strategic manpower Solutions Limited)
CIN U74233KA2007PLC167704

Registered Office: 302 Fisher Court House, Lokmanya Tilak Marg, Dadar (West), Mumbai - 400 027. Tel: +91-22-2432-6767/6800

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

service terms or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be; on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of court at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the document become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Anbar etc.), UAN declaration (Form-H) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (Formerly Strategic Marpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office, 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Ghat, Mumbai - 400 002, India. +91 22 67671800


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/20/PT/60572306/1001395443

Date: 12.01.2020

Jasika

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Jasika,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Associate Part Timer** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.
2. You will join the duty as and when you are intimated to report.
3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly remuneration which is as below.

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signature

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic manpower Solutions Limited)
CIN: U74909MH2007PLC167704

Registered Office: 3rd Floor, Court House, Colaba, Mumbai-400 002, India. Phone: +91 22 67573800

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

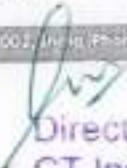
Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the termination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above entitlements should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given an objective in favour of the Company (Or its group Companies and associates) to share and publish over your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, Infobus Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your entitlements.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, dishonesty and commission of an act involving moral turpitude, any act of m-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charge of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other enterprises and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior(s) or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interest between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor shall you be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or from in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (Formerly Strategic Infopower Solutions Limited)
CIN: U74839MH2007PLC167794

Registered Office: 3rd Floor, Court House Industrial Area, Ghaziabad, Uttar Pradesh - 200 002, India | Phone: +91 1287 716000


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's property given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damage from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by its are provided in you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service..
18. Any disputes in proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case if one or more clauses become untenable, the rest of the docx and become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-U) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74889MH2007PLC167704

Registered Office: 3rd Floor, Court House, Laxmangarh Tula Marg, Dholi Tola, Mumbai 400 002, India. Phone: +91 22 67673800


Director
CT Institute of Mgt. & IT
www.ctimt.com

Offer Letter

Dear Ms. Jasmeet Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctigroup.in | www.elitocitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Jatin Royal

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

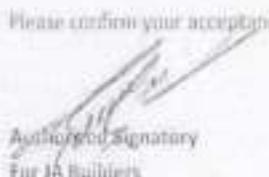
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3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise.



Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecityowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms. Jyoti

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested.

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Arunjeet Singh
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr.Kamal

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Sales Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 12,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested.

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Kapil

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Anil Kapoor
For JA Builders

JA Builders

66 Feet Road, Urbani Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecityowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Lovepreet Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/ submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctigroup.in | www.elitecitylowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/09/2019

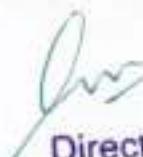
To Mamta,

Sub: Offer of Appointment as Sales Promoter

Dear Mamta,

Management is pleased to offer you the position of Sales Promoter with the following terms and conditions.

1. Your Gross Salary will be Rs. 17,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the



Director
CT Institute of Mgt. & IT
Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2020. Your joining date will be 26th June 2020.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Mandeep Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.O.: RAPS Consultancy Services Private Limited
E20, New Link Road, Jagdishwari (West), Mumbai - 400302, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 108-107, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Mr. Mangesh,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com



With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Jageshwari (West), Mumbai - 400102, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsittech.com



Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Manjit Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

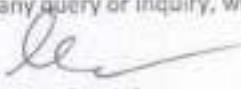
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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.O.: RAPS Consultancy Services Private Limited
#20, New Link Road, Jogeshwari (West), Mumbai - 400082, Maharashtra, India
For more information about RAPS Group, visit at www.rapsinternat'l.com
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5067263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Manpreet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

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For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRD

RAPS iTech

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82B, New Link Road, Jogeshwari (West), Mumbai - 400087, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Manpreet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

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For any query or inquiry, write us at carrer@rapsitech.com

With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
620, New Link Road, Juhu (West), Mumbai - 400019, Maharashtra, India
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Manpreet Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

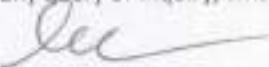
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The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

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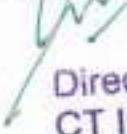
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

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Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/20/PT/60572306/1001395444

Date: 12.01.2020

Navpreet Kaur

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Navpreet Kaur,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a Associate Part Timer on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or expensess of work and accordingly, you shall be informed from time to time.
2. You will join the duty as and when you are intimated to report.
3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below.

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN U74299MH2007PLC187704

Registered Office: 3rd Floor, Court House Compound, Tilak Marg, Dera Bassi, Gurdaspur, Punjab 140 002, India. Phone: +91 22 67673600.

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the termination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or email name, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and supply over your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice to salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, diligently and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct as otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall co-operate with the client's employee, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superiors or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the course of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor shall or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training in development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2017PLC167704

Registered Office: 3rd Floor, Court House, Kamthane Tilk Marg, Dadar East, Mumbai-400 002, India. Phone: +91 22 67673600


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

service tenure or payment of the liquidated damages at less thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition at and when required. For the loss of any property, the company will have a right to exercise on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more claims become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-1) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same is to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74899MH2007PLC167704

Registered Office: 3rd Floor, Court House, Laxminarayan Link Marg, Dabhol Kalol, Mumbai - 400 082 | Phone: +91 22 67671000


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Neha,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

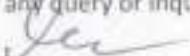
It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
P20, New Link Road, Jogeshwari (West), Mumbai - 400102, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsgrouppl.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsipl.com


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Mr. Parikshit Kalia,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

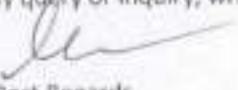
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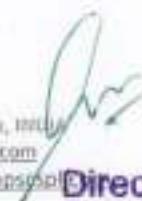
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

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For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Ref No. HR/JAN/20/PT/60572306/1001395444

Date: 12.01.2020

Pooja Barik

CT Institute of Management & IT

Offer-cum-Appointment Letter for Part Time Employment

Dear Pooja Barik,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

- 1.Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a Associate Part Timer on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.
- 2.You will join the duty as and when you are intimated to report.
- 3.Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.
- 4.Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.
- 5.You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emoluments which is as below:

	Rs. per month
Basic	9958
HRA	
Conveyance Allowance	
Monthly Gross	9958

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 2nd Floor, Court House, Lokmanya Tilak Marg, Mumbai - 400 002 | Tel: +91 22 57673444

Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company authorized medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the termination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice period in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given an objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any accreditation verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rates, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and unauthorised or act involving moral turpitude, my act of re-discipline or negligence / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives, promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superiors or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor shall you be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a

Reliance SMSL Limited formerly Strategic Manpower Solutions Limited
CIN: U74903MH2007PLC187704

Registered Office: 2nd Floor, Court House, Lalmatanya, Tilkari Marg, Ghaziabad, Uttar Pradesh - 201002 | Phone: +91 22 57673400


Director
CT Institute of Mgt. & IT
Jalandhar

Reliance SMSL Limited

service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and we return in good condition as and when required. For the loss of my property, the company will have a right to sue on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service..
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBB, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____

Signature : _____

Date : _____

Reliance SMSL Limited (Formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC187724

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Chhatrapati Shivaji Maharaj Marg, Mumbai - 400 003, India. Ph: +91 22 67673830


Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 198-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Prabhjot Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of TeleCaller for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
820, New Link Road, Juhu (West), Mumbai - 400012, Maharashtra, India
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsitech.com


Director
CT Institute of Mgt. & IT
Jalandhar



pro touch

Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/09/2019

To Priya,

Sub: Offer of Appointment as Sales Promoter

Dear Priya,

Management is pleased to offer you the position of Sales Promoter with the following terms and conditions.

1. Your Gross Salary will be Rs. 17,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the



Director
CT Institute of Mgt. & IT
Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2020. Your joining date will be 26th June 2020.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Ms. Rajan Bir Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submit. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving license (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81958 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Rajeev Kumar

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested.

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
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3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
for JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-II to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar

Offer Letter

Dear Mr. Ranvir Singh,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "TeleCaller". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st May 2023. As discussed your CTC will be Rs. 10,000/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested.

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise:


Authorised Signatory
For JA Builders

JA Builders

66 Feet Road, Urban Estate Ph-ll to
Pratappura Road, Near CT Institutions,
Shahpur, Jalandhar - 144020.
Ph. : +91 81968 48555 | +91 81958 48555
sales@ctgroup.in | www.elitecitytowers.in



Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr. Saitlupali Saito

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/ submission. All documents should be self-attested:

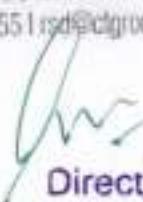
1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification
2. Three passport-size colored photographs
3. PAN number (photocopy), if applicable and the following certificates: Driving license (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 190-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007253

Letter of Intent

Dated : 18-04-2020

Dear Mr. Sandeep,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of **Web Developer** for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

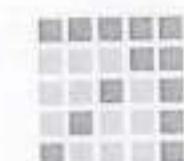
With Best Regards,

HRD

RAPS iTech

H.Q. : RAPS Consultancy Services Private Limited
#30, New Link Road, Juhu (West), Mumbai - 400012, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapsittech.com


Director
CT Institute of Mgt. & IT
Jalandhar



pro touch

Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/09/2019

To Sapna,

Sub: Offer of Appointment as Sales Promoter

Dear Sapna,

Management is pleased to offer you the position of Sales Promoter with the following terms and conditions.

1. Your Gross Salary will be Rs. 17,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the



Director
CT Institute of Mgt. & IT
Jalandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2020. Your joining date will be 26th June 2020.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 190-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Sapna Rajpoot,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

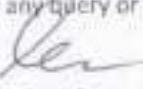
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at carrer@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.O. RAPS Consultancy Services Private Limited
820, New Link Road, Juhu (West), Mumbai - 400103, Maharashtra, India
For more information about RAPS Group, visit at www.rapsgroupindia.com
RAPS iTech is a division of RAPS Consultancy Services (P) Ltd. | www.rapspl.com



Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr. Shanawaz Hamid Nengroo

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 15,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/ submission. All documents should be self-attested:

1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

Please confirm your acceptance or otherwise

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Parapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81988 48555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Shaweta,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com

With Best Regards,

HRO

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
83B, New Link Road, Andheri (West), Mumbai - 400102, Maharashtra, India.
For more information about RAPS Group, visit at www.rapsgroup.com
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Director
CT Institute of Mgt. & IT
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (H.T.)
www.rapsitech.com | info@rapsitech.com | +91-172 - 5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Simerjit Kaur,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "Online Campus Placement Drive-2020" held at your institution/organization campus by conducting an Online Test.

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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
62E, New Link Road, Jogeshwari (West), Mumbai - 400302, Maharashtra, INDIA
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.C.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Sonia,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

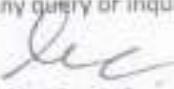
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We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

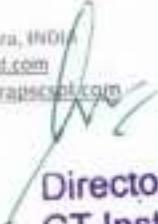
For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

RAPS iTech

H.Q. RAPS Consultancy Services Private Limited
#20, New Link Road, Nagarkarvi (West), Mumbai - 400102, Maharashtra, INDIA
For more information about RAPS Group, visit at www.rapsgroupindia.com
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Director
CT Institute of Mgt. & IT
Jalandhar



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S.O. 196-197, 3rd Floor, Sector 34-A, Chandigarh (H/T)
www.rapsitech.com | info@rapsitech.com | +91-172-6007263

Letter of Intent

Dated : 18-04-2020

Dear Ms. Sonia,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

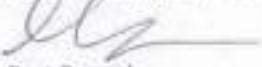
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Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Ms. Sonia

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 15,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/ submission. All documents should be self-attested:

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph.: +91 81968 48555 | rsd@clgroup.in

Director
CT Institute of Mgt. & IT.
Jalandhar



Corporate Office: RAPS iTech
S.C.O. 106-107, 3rd Floor, Sector 34-A, Chandigarh (UT)
www.rapsitech.com | info@rapsitech.com | +91-172-5007263

Letter of Intent

Dated : 18/04/2020

Dear Mr. Sukhpal,

CT Group of Institutions, Jalandhar

Welcome to RAPS !

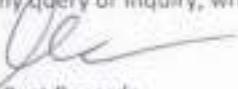
It gives us immense pleasure to offer you the role of Web Developer for which you were interviewed with us in the following "*Online Campus Placement Drive-2020*" held at your institution/organization campus by conducting an Online Test.

The compensation and other benefits that you would be entitled are stated in the Appointment letter. We request you to take the print out of enclosed copy of this letter and you should sign on it as your acceptance then, submit to us within a week of dated. Also, at the time of your joining, come along-with your complete academic documents: Final Degree/provisional certificate. Accordingly, we will issue you a detailed Initial Offer on the date of your joining with us. Which will be any day on or before September, 2020 with recommended by the company.

The role, in which you would join us, is a very important one which will be dealing with important and sensitive information, records and such other matters of the company. Therefore, you should have signed the "Code of Conduct and Secrecy Agreement" with our company at the time of joining.

We look forward you to joining our team. We wish you all the very best that you will have a bright career with our company.

For any query or inquiry, write us at career@rapsitech.com


With Best Regards,

HRD

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Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Ms. Supreet Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 14,500/- per month.

The offer of employment is regular, if on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance/ or otherwise,

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mr. Tajamul Showket

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 14,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@clgroup.in



**Director
CT Institute of Mgt. & IT
Jalandhar**



Offer Letter

Dear Mr. Zoramimawipull

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Operation Manager". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1 May 2020. As discussed your CTC will be Rs. 14,500/- per month.

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4. Bank Account Details.

Please confirm your acceptance or otherwise.

Authorized Signatory
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CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
TEL: 5009595, 605 | +91-98146-46225
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

ACADEMIC YEAR

2018-19

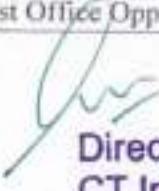
Director
CT Institute of Mgt. & IT
Jalandhar



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5.2.1 Percentage of placement of outgoing students progressing to higher education during the last five years

2018-2019				
SR. NO	Name of Student who has been placed	Program Graduated From	Name of the employer with contact details	Pay Package at Appointment (In INR Per Annum)
1	Mohit	BCA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
2	Deepak	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
3	Harpreet Singh	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
4	Diksha	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
5	Mandeep Singh	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
6	Laxmi	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar. Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
7	Khushboo	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp	1.38 LPA


**Director
CT Institute of Mgt. & IT
Jalandhar**



CT INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

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EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

			Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	
8	Simranjit Kaur	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
9	Ranveer Kaur	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
10	Gurpreet Singh	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
11	Diksha Sharma	BBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
12	Vishal	MBA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
13	Harpreet Kaur	MCA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
14	Gagan Kumar	MCA	HP Constructions 6-A, Model Town Jalandhar, Near Post Office Opp Model Town Park Jalandhar, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA

Director
CT Institute of Mgt. & IT
Jalandhar



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Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

15	Kamaljit Kaur	MCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
16	Shweta	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
17	Sanchi Vohra	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
18	Ritu Sharma	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
19	Reenu Kumari	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
20	Sansar	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
21	Novejot Singh	MCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
22	Priya	MCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
23	Abhishek Thakur	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
24	Abhishek Kumar	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA

**Director
CT Institute of Mgt. & IT
Jalandhar**



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Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

25	Ritu Sharma	BCA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
26	Manjinder Kaur	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
27	Kavita Duggal	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
28	Anil Kumar	BBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
29	Akshay Dhadwal	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
30	Akshay Kumar	MBA	Bestseller Retail India Pvt. Ltd. Jalandhar Shivangi Tel. (022) - 66489000.	2.96 LPA
31	Chanderpal	BBA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
32	Jyoti	BBA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
33	Jyoti	BBA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
34	Monika	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh	1.38 LPA


Director
CT Institute of Mgt. & IT
Jalandhar



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			Miglani Ph. +91-8196848555	
35	Naveen	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
36	Rajwinder Kaur	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
37	Ranjana	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
38	Reena Kumari	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
39	Surjit	BCA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
40	Ishu	MBA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
41	Simranjit Kaur	MBA	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
42	Kiran	MCA LEET	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA


**Director
CT Institute of Mgt. & IT
Jalandhar**



**CT INSTITUTE OF MANAGEMENT &
INFORMATION TECHNOLOGY**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 14-008
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EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.in

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

43	Rupali	MTTM	Elite City, MK Land Developers 66 Feet Road, Urban Estate Ph-II Pratappura Road, Inderjit Singh Miglani Ph. +91-8196848555	1.38 LPA
44	Divya Mehmi	B.COM (Prof)	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
45	Ajay Kumar	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
46	Aakashdeep	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
47	Amrita	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
48	Hargunjeet Sroya	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
49	Lakhbeer Kaur	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
50	Parminder Kaur	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
51	Sarabjit Kaur	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
52	Shabnam Sidhu	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
53	Sonia	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA


Director
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54	Sonia	BCA	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
55	Deep Shikha	MCA LEET	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
56	Rajni	MCA LEET	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
57	Rajni	MCA LEET	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
58	Renu	MCA LEET	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
59	Shivani Sharma	MTTM	Creative Tech. SCF-6, 1 st Floor, GTB Nagar, Jalandhar, Monu Kashyap- Ph. +91-8872239711	1.20 LPA
60	Tasvir Singh	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
61	Vinay Kumar	BCA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
62	Neha Bhagat	MBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
63	Pawandeep Kaur	MBA	Pro Touch Go Work 7 th Floor 108, Udyog Vihar Phase 1, Sector 20, Gurugram, Haryana-122016 Aparna Sethi – Ph.+91-8800005599	3.00 LPA
64	Gagandeep	B.COM	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhar-(Pb).	2.16 LPA

Director
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			Jaskirat Sohal Ph. +91-8567040000	
65	Karan Minia	B.COM	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
66	Suhani Dogra	B.COM	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
67	Dilpreet Kaur	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
68	Monika	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
69	Pooja Rani	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
70	Prabhjot Kaur Phull	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
71	Preeti Bains	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
72	Suhail Ali	BBA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
73	Arti	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA
74	Jasvir Rani	BCA	SMD Plot No.1, Near Panj Peer Mazzar, Vill. Zinda, Jalandhart (Pb). Jaskirat Sohal Ph. +91-8567040000	2.16 LPA



**Director
CT Institute of Mgt. & IT
Jalandhar**



Offer Letter

Dear Mohit

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

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CT Institutions, Shahpur, Jalandhar - 144020
Ph. +91 81968 48555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Deepak,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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CT Institutions, Shahgur, Jalandhar - 144020
Ph. +91 81968 48555 | rsd@hclgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Harpreet Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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Authorized Signatory
For HP Constructions

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CT Institutions, Shahpur, Jalandhar - 144020
Ph. +91 81966 48555 | res@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Diksha

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@elgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Mandeep Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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Please confirm your acceptance or otherwise.

Authorized Signatory
for HP Constructors

HP
CONSTRUCTIONS

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CT Institutions, Shahpur, Jalandhar - 144020
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Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Lakshmi

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

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CT Institutions, Shahpur, Jalandhar - 144020
Ph.: +91 81963 48555 | rsd@clgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Khushboo

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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Please confirm your acceptance or otherwise

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CONSTRUCTIONS

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Ph. +91 81969 48655 | rso@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Simranjit Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details.

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Ph. +91 81968 48555 | rsd@ctgptp.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Rajveer Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

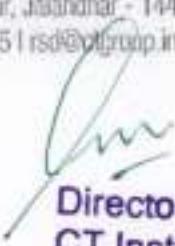
1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
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Ph.: +91 81968 48555 | rsd@otcgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Gurpreet Singh

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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Ph. : +91 81968 48555 | rsd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Diksha Sharma

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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CT Institutions, Shahpur, Jalandhar - 144020
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Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Vishal

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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CT Institutions, Shahpur, Jalandhar - 144020
Ph. +91 81968 48555 | rso@vijgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Harpreet Kaur

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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CT Initiatives, Shahpur, Jalandhar - 144020
Ph. +91 81968 48555 | rsd@ctgroup.in

Director
CT Institute of Mgt. & IT
Jalandhar



Offer Letter

Dear Gagan Kumar

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

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1. Original and photocopies of your Educational/Professional qualification certificates. Original will be returned on the same day after verification.
2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving license (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.

Authorized Signatory
For HP Constructions

HP
CONSTRUCTIONS

66 Feet Road, Urban Estate Ph-II to Partapura Road, Near
CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsd@elgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Kamaljit Kaur

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part-B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7009
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrads	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1615	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lait Residency, Part B of 1st Floor, The Lait Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No: 022- 66 48 9000 / E1747600
 [CIN: U32300MH2009PTC198731]

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Shweta

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52390MH2009PTC190722)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	5747	68971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
Pf Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 65 48 9000 / 61747600
 (CIN: U52399MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Sanchi Vohra

Role: Store Visual Merchandiser

Band: I

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOB: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 058
Tel. No. 022- 66 48 3000 / 61747600
(DIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6247	74971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Referrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalt Residency, Part B of 1st Floor, The Lalt Mumbai, Salar Airport Road, Salar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 65 48 9000 / 63747800
 (CIN: U52390MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Ritu Sharma

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 3rd Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059.
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52330MH2009PTC199721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 [CIN: U52390MH2009PTC190721]



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Renu Kumari

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52399MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249944
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1615	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 5000 / 61747600
 (CIN: U52399MH2009PTC190721)



Director
CT Institute of Mgt. & IT
Jalandhar



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Sensar

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 058
Tel. No. 022- 66 48 9000 / 61747100
(CIN: U52390MH2009PTC390721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	619	7788
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 42 5000 / 61747600
 (CIN: U52390MH2009PTC190721)



REWARDS STATEMENT OFFER

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Novejeet Singh

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. (022- 66 48 9000 / 63747600
(CIN: U52190MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6767	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Latit Residency, Part B of 3rd Floor, The Latit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2009PTC110721)



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

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TOTAL OFFER REWARDS STATEMENT

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We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Priya

Role: Store Visual Merchandiser

Band: 1

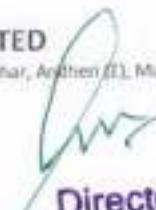
Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61747500
(CIN: U52390MH2009PTC190721)



Director
CT Institute of Mgt. & IT
Jalandhar

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalt Residency, Part B of 1st Floor, The Lalt Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 46 5000 / 61747600
 [CIN: U52330MH2009PTC190721]

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Abhishek Thakur

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E) Mumbai - 400 058
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52330MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6247	75171
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	619	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 ICIN: U52390MH2009PTC396721



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Abhishek Kumar

Role: Store Visual Merchandiser

Band: I

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Salarpuria Airport Road, Salarpuria, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61747600
(DIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed:		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	679	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC:	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 65747600
 (CIN: U52390MH2009PTC190731)



REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Ritu Sharma

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sehar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 66 48 9000 / 62747600
(CIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part II of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2009PTC100771)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Manjinder Kaur

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 61147500
(DIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed	20825	249914
Gross	13495	161943
Basic Salary	6747	80971
House Rent Allowance	583	7000
Statutory Bonus	916	11000
Insurance Premium	916	11000
Insurance Premium	2944	35344
Retrals	576	6122
ESIC Company Contribution	649	7789
Gratuity	1619	19433
PF Company Contribution	74685	296258
Total Fixed	24685	296258
Total CTC	24685	

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Laft Residency, Part B of 1st Floor, The Laft Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Kovita Duggal

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Vitaran, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 44 9000 / 61747600
(CIN: U52190MH2009PTC150721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13195	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
ESIC Company Contribution	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Santacruz, Andheri (E), Mumbai - 400 099
 Tel. No. 022- 66 48 9000 / 61747000
 (CIN: U52390MH2000PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Anil Kumar

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 6648 9000 / 81747600
(CIN: U52390MH2009PTC190723)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retrals	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1519	19433
Total Fixed	24665	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 6648 9000 / 61747600
 (CIN: U32390MH2009PTC190721)

REWARDS OFFER STATEMENT

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Akshay Dhadwal

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
Tel. No. 022- 66 48 9000 / 61747600
(CIN: U52390MH2009PTC196721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20825	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80921
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retracts	2944	35328
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai - 400 059
 Tel. No. 022-66 48 5000 / 61747600
 (CIN: U52390MH2009PTC190721)



REWARDS OFFER STATEMENT

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Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Akshay Kumar

Role: Store Visual Merchandiser

Band: 1

Company: Bestseller Retail India Pvt. Ltd.

Location: Jalandhar

DOJ: 15-August-2019

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Luit Residency, Part B of 1st Floor, The Luit Mumbai, Sahar Airport Road, Sakar, Andheri (E), Mumbai- 400 059
Tel. No. 022- 66 48 9000 / 63747600
(CIN: U52390MH2009PTC190721)

S A L A R Y C O M P U T A T I O N

Pay Component	Monthly Amount	Annual Amount
Fixed		
Gross	20625	249914
Basic Salary	13495	161943
House Rent Allowance	6747	80971
Statutory Bonus	583	7000
Insurance Premium	916	11000
Insurance Premium	916	11000
Retracts	2944	35344
ESIC Company Contribution	676	8122
Gratuity	649	7789
PF Company Contribution	1619	19433
Total Fixed	24685	296258
Total CTC	24685	296258

BESTSELLER RETAIL INDIA PRIVATE LIMITED

Registered Office: The Lalit Residency, Part B of 1st Floor, The Lalit Mumbai, Sehar Airport Road, Savar, Andheri (E), Mumbai - 400 059
 Tel. No. 022- 66 48 9000 / 61747600
 (CIN: U52390MH2009PTC190721)



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Chanderpal,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

You are requested to provide following documents at the time of joining for verification/submission. All documents should be self-attested:

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2. Three passport-size colored photographs.
3. PAN number (photocopy), if applicable and the following certificates: Driving License (Photocopy) or Passport (Photocopy) or residence Proof.
4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | mld@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Jyoti,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

The offer of employment is regular. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect, your services with the company will be terminated without any prior notice.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


~Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Paropura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | nsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Jyoti,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shalimar, Jalandhar - 144020
Ph. : +91 81968 48555 | red@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated: Dec. 3, 2018

Dear Monika,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shahpur, Jalandhar - 144023
Ph.: +91 81968 40555 | rsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated: Dec. 3, 2018

Dear Naveen,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shastipur, Jalandhar - 144020
Ph. : +91 81968 48555 | rwd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Rajwinder Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shalpur, Jalandhar - 144020
Ph. : +91 81968 48555 | cti@ctigroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Banjana,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | nsd@ctigroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Reena Kumarji,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | rsc@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated: Dec. 3, 2018

Dear Surjit,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road,
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81960 48555 | mld@ctigroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated: Dec. 3, 2018

Dear Ishu

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

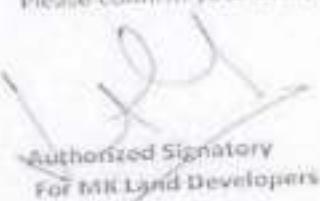
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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Partapura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | nsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Simranjit Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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4. Bank Account Details

Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Portepura Road.
Near CT Institutions, Shahpur, Jalandhar - 144020
Ph. : +91 81968 48555 | nsd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated: Dec. 3, 2018

Dear Kiran,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

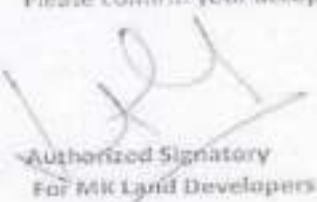
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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Parkapura Road,
Near CT Institutions, Shastipur, Jalandhar - 144020
Ph. : +91 81968 48555 | mld@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar



MK LAND
DEVELOPERS

Offer Letter

Dated:-Dec. 3,2018

Dear Rupali,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our Organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on 1st June 2019. As discussed your CTC will be Rs. 11,500/- per month.

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Please confirm your acceptance or otherwise.


Authorized Signatory
For MK Land Developers

66 Feet Road, Urban Estate Ph-II to Pattiapura Road,
Near CT Institutions, Shishpur, Jalandhar - 144020
Ph. : +91 81566 48555 | rrd@ctgroup.in


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Divya Mehmi/0011/12

Date :- 28-04-2019

Divya Mehmi,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Divya Mehmi,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91 8872239711

Emp Code:Ajay Kumar/0011/17

Date :- 28-04-2019

Ajay Kumar,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Ajay Kumar,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

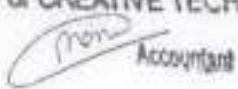
I welcome you to our organization and look forward to your valuable contribution to the company.

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

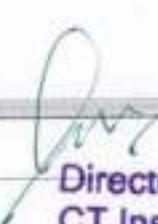
Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

Monu Kashyap

SCF-6,1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Akashdeep/0011/19

Date :- 28-04-2019

Akashdeep,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Akashdeep,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

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Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

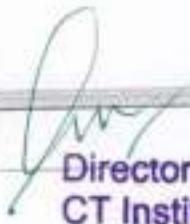
Monu Kashyap
(HR & Accountant)

For **CREATIVE TECH**



Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Amrita/0011/20

Date :- 28-04-2019

Amrita,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Amrita,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

Your compensation details and other terms of employment are highly confidential and must not be discussed with anyone under any circumstances. Should you have any queries or questions then you should discuss the same with your Manager only.

Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6,1st FLOOR, G.TB NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code:Hargunjeet Sroya/0011/22

Date :- 28-04-2019

Hargunjeet Sroya,

Customer Care Executive

CT Group of Management & IT

Letter of Appointment

Dear Hargunjeet Sroya,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

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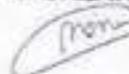
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech

Monu Kashyap
[HR & Accountant]

For CREATIVE TECH


Monu
Accountant

SCF-6,1st FLOOR, G.TB NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code:Lakhbeer Kaur/0011/24

Date :- 28-04-2019

Lakhbeer Kaur,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Lakhbeer Kaur,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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Your date of joining is 01-08-2023.

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

Yours sincerely,

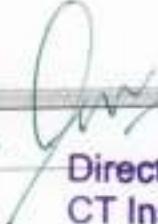
For Creative Tech

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6,1st FLOOR, G.TB NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Parminder
Kaur/0011/25

Date : 28-04-2019

Parminder Kaur,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Parminder Kaur,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

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Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

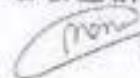
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

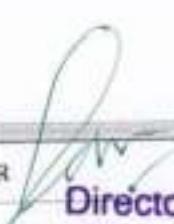
For Creative Tech

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code: Sarabjit
Kaur/0011/27

Date :- 28-04-2019

Sarabjit Kaur,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Sarabjit Kaur,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

As per Company's Grading Structure, you will fall under,

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Your date of joining is 01-08-2023.

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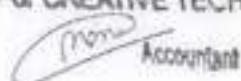
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech

Monu Kashyap
(HR & Accountant)

For **CREATIVE TECH**



Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR, JALANDHAR



Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Shabnam
Sidhu/0011/29

Date :- 28-04-2019

Shabnam Sidhu,
Customer Care Executive
CT Group of Management & IT.

Letter of Appointment

Dear Shabnam Sidhu,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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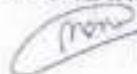
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu Kashyap
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code/Sonia/0011/30

Date : 28-04-2019

Sonia,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Sonia,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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Enclosed as an Annexure with details of General Terms & Conditions of employment. Please keep yourself updated on any new changes that may become effective from time to time.

Your date of joining is 01-06-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

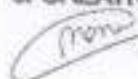
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu Kashyap

SCF-6, 1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code Sonia/0012/01

Date : 28/04/2019

Sonia,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Sonia,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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Your date of joining is 01-06-2023.

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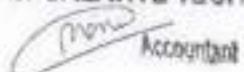
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.TB NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Deep
Shikha/0012/02

Date : 28-04-2019

Deep Shikha,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Deep Shikha,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs.10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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Your date of joining is 01-06-2023.

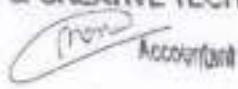
I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH

Monu Kashyap
Accountant

SCF-6,1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Engg Code:
Rajni/0012/03

Date :- 28-04-2019

Rajni,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Rajni,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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Your date of joining is 01-08-2023.

I welcome you to our organization and look forward to your valuable contribution to the company.

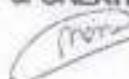
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Yours sincerely,

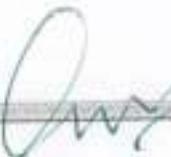
For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR., JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONTACT NO: +91- 8872239711

Emp Code:
Rajni/0012/04

Date :- 28-04-2019

Rajni,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Rajni,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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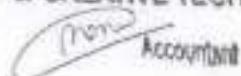
Please confirm your acceptance by signing a copy of this letter.

Yours sincerely,

For Creative Tech)

Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@gmail.com CONATCT NO: +91- 8872239711

Emp Code:
Renu/0012/05

Date :- 28-04-2019

Renu,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Renu,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

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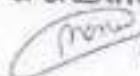
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Yours sincerely,

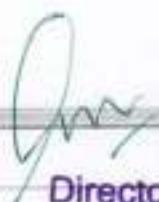
For Creative Tech)

Monu Kashyap
(HR & Accountant)

For **CREATIVE TECH**


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR., JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar

CREATIVE TECH

EMAIL : - CREATIVETECHINFO63@GMAIL.COM CONATCT NO: +91- 8872239711

Emp Code:Shivani
Sharma/0012/
06

Date :- 28-04-2019

Shivani Sharma,
Customer Care Executive
CT Group of Management & IT

Letter of Appointment

Dear Shivani Sharma,

Further to the conversation that we had, I am pleased to offer you employment with Creative Tech India Operations as Customer Care Executive. You will be based at Jalandhar.

Your responsibilities and scope of work will be as discussed with you. The all-inclusive gross salary is Rs. 10000/- per month. This is inclusive of all your statutory contributions as well as any other professional taxes or government levies as applicable.

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I welcome you to our organization and look forward to your valuable contribution to the company.

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

Yours sincerely,

For Creative Tech]

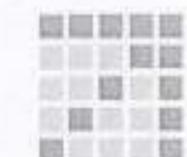
Monu Kashyap
(HR & Accountant)

For CREATIVE TECH


Monu
Accountant

SCF-6, 1st FLOOR, G.T.B NAGAR,, JALANDHAR


Director
CT Institute of Mgt. & IT
Jalandhar



pro touch

Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2019

To Tasvir Singh,

Sub: Offer of Appointment as Career Advisor

Dear Tasvir Singh,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

Director
CT Institute of Mgt. & IT
Ialandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2019. Your joining date will be 26th June 2019.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2019

To Vinay Kumar,

Sub: Offer of Appointment as Career Advisor

Dear Vinay Kumar,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
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3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

Director
CT Institute of Mgt. & IT
Ialandhar

organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

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14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2019. Your joining date will be 26th June 2019.

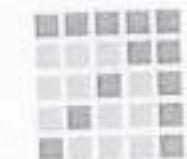
Good Luck!



Dr. Aparna Sethi
Director – Protouch



Director
CT Institute of Mgt. & IT
Jalandhar



pro touch

Pro Touch
Go work 7th floor 108, Udyog
Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2019

To Neha Bhagat,

Sub: Offer of Appointment as Career Advisor

Dear Neha Bhagat,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

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organization's express consent in writing. This applies equally during your employment and after the completion of your employment also.

10. Your term of employment will be for minimum 12 months from the date of your joining. You will not be able to leave the organization voluntarily within the first 12 months of your employment. If you leave the organization within 12 months, it will be considered as a breach of this employment agreement and organization will take appropriate action.

11. Any breach or violation of any rules or regulations of the organization will be liable for termination of your appointment.

12. You shall be bound by the service rules of the company in force and amended from time to time. These rules shall form part of the terms and conditions of your appointment.

13. On joining you will have an induction period of 8 days and no leaves shall be allowed during that period. In case of emergency, if you take any leave, your appointment will be deferred to another date.

14. Your appointment is subject to successful and satisfactory background verification of the details furnished by you in your application and interview discussion.

Please accept the offer before 17th June 2019. Your joining date will be 26th June 2019.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



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Vihar Phase 1, Udyog Vihar,
Sector 20, Gurugram, Haryana
-122016
Tel: 8800005599
Email: info@protouch.services

Date: 15/02/2019

To Pawandeep Kaur,

Sub: Offer of Appointment as Career Advisor

Dear Pawandeep Kaur,

Management is pleased to offer you the position of Career Advisor with the following terms and conditions.

1. Your Gross Salary will be Rs. 25,000/- per month.
2. You will be on probation for 2 months from the date of joining. Management may extend the probation period based on performance.
3. On confirmation post probation period, you will be liable & committed to employment for at least 12 months. Post 12 months you will be required to serve 45 days' notice period.
4. Your salary will be calculated on the calendar month and disbursed on the 7th day of the subsequent month.
5. In case of absconding or not serving the complete notice period, you are liable to pay equivalent days salary to the company & No experience letters will be provided.
6. Increment in your salary will be subject to your performance and will be decided by the Management.
7. By no way, any of your interests/rights will arise in/ against the organization by appointment, except mentioned explicitly in this letter.
8. Your duties will include efficient, satisfactory, and economical operation in the area of responsibilities that may be assigned to you during your appointment. You will maintain a high standard of loyalty, efficiency, integrity, and secrecy, will keep liaison with your colleagues, and will be responsible for the execution of the decisions taken by the management.
9. Your work with the company may give you access to confidential information concerning the trade secrets, organization, business, finance, transactions of clients or customers. You must not make use of or reveal to any third party, any such confidential information without the

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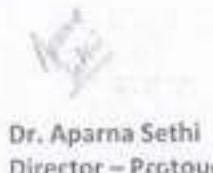
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Please accept the offer before 17th June 2019. Your joining date will be 26th June 2019.

Good Luck!



Dr. Aparna Sethi
Director – Protouch



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Dear Mr. Gagandeep,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

The offer of employment is provisional. If on verification, at the time of appointment or at a later stage, it is found that any information pertaining to your qualification, experience, previous employment etc. furnished by you as per testimonials is incorrect; your services with the company will be terminated without any prior notice.


Authorized Signatory
Jaskirat Sohal
Sohal Mechanical Dynamics


Director
CT Institute of Mgt. & IT
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Dear Mr. Karan Minia,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Suhani Dogra,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

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Dear Ms. Dilpreet Kaur,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Monika,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Pooja Rani,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Prabhjot Kaur Phull,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Preet Bains,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

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Dear Mr. Suhail Ali,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

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Dear Ms. Arti,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

A detailed appointment letter with terms and conditions of your employment will be issued to you on your joining. You will be required to join your duties at Jalandhar. Your duties will be commenced on September, 01st 2019. As discussed your CTC will be Rs. 18,000/- per month.

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Dear Ms. Jasvir Rani,

Further to your application and subsequent interview with us, we are pleased to offer you the post of "Marketing Executive". There will be significant opportunities for career development with our organization.

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