

## Index

### DVV Clarification Document (5.2.1)

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Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)



Shree Dhanlaxmi Foundation's

# VISHWAKARMA - DADASAHEB CHAVAN INSTITUTE OF MANAGEMENT & RESEARCH

Shri. Dilliprao D. Chavan (Founder & President)



At: Malwadi, Post: Masur - 415 106. Tal. Karad, Dist. Satara, MS-India.  
Ph./Fax: (02164) 252253 • Website: [www.vdcimr.edu.in](http://www.vdcimr.edu.in) • Email: [director.vdcimr@gmail.com](mailto:director.vdcimr@gmail.com)

Approved by  
A.I.C.T.E., New Delhi

Recognized by  
Government of Maharashtra

DTE Institute Code No.  
MB 6650

Affiliated to  
Shivaji University

## DECLARATION

We would like to state here that 75 % of our students are employed in different companies. Approximately 15% are self-employed. 5% of the students have not taken up jobs while 5% are looking for jobs.

However, we were unable to contact all the students because of they have relocated since they have changed their jobs.

We have attached appointment letters of 12 students for the period 2017-18, 2019-20, & 2021-22. We request you to kindly consider our case.



Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)

Ref : HR/2023

Date : 01-04-2023

Employee Name : Yogesh Vilas Kadarn  
 Emp. No. : 10001040  
 Department : PPIC

Dear Yogesh,

Congratulations!!!

It gives us immense pleasure to announce merit increase for the performance year 2022.

Consequent to your performance evaluation and your superior recommendation, your compensation and benefits stands revised to INR: 416002 with effect from 1st April, 2023 as per attached annexure.

Post Pandemic economic viability, geopolitical tensions and other challenges have impacted business performance. Year 2023 is a Challenging year where we are focussing on increasing the operating profits and improving our market share. However, we at Hyundai Construction Equipment India are looking long term and will continue with our investments in increasing and improving our production capacity.

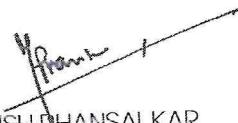
I am confident that 'Team Hyundai India' will put in their efforts to achieve our goal by Continuous innovation and saving cost without compromising the quality.

All the other terms & conditions of your Appointment Order will be changed as applicable to your applicable grade. It is needless to mention that the compensation structure is strictly personal and confidential; hence you are advised not to divulge this information to anyone in the organization.

We look forward to higher levels of dedication & perseverance from you to make "Hyundai" a great place to work.

Regards,  
 For Hyundai Construction Equipment India Private Limited,

  
 BYOUNG HAK CHOI  
 GENERAL MANAGER - OPERATIONS

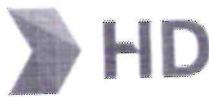
  
 MANISH PHANSALKAR  
 HEAD - HR AND ADMINISTRATION

### HYUNDAI CONSTRUCTION EQUIPMENT INDIA PVT. LTD.

CIN : U45400PN2007ETC130553  
 Plot No. A - 2, MIDC Chakan, Phase - II, Village - Khalumbre, Pune - 410 501, India  
 T +91 02135 639700 F +91 2135 639712, www.hyundaiindia.net



  
 Director  
 Vishwakarma Dadasahab Chavan Institute of  
 Management & Research, Malwadi (Masur)



**HYUNDAI**  
CONSTRUCTION EQUIPMENT  
INDIA

building a  
comfortable  
tomorrow

Revised Salary Annexure, W.e.f, 01<sup>st</sup> April 2023

Employee Name	Yogesh Vilas Kadamb	
Employee Code	10001040	
Position	Engineer	
Department	PPIC	
Salary Components	Existing Salary	Revised Salary
Basic Salary	157000	180000
Basic Salary (A)	157000	180000
House Rent Allowance	54950	63000
Uniform Allowance	0	0
Vehicle Maintenance Allowance	0	0
Driver Salary	0	0
Education Allowance	0	0
Executive Pay	15265	74957
Productivity Linked Incentive (PLI)	15800	20800
Conveyance Allowance	0	0
Vehicle Support Allowance	0	0
Total (B)	86015	158757
Monthly Gross (A+B)	243015	338757
Provident Fund	20672	21600
Gratuity	7548	8654
Retirals Monthly Total ( C )	35604	30254
Performance Linked Bonus (PLB)	24300	31991
Exgratia/ Diwali Bonus	13083	15000
Variable Pay (D)	37383	46991
Total CTC A+B+C+D (Per annum)	316002	416002

Note:

1. All the other terms & conditions of your Appointment Order will be changed as applicable to your applicable grade.
2. The above mentioned CTC components may be restructured as per company policy and/or Government Regulations.

For Hyundai Construction Equipment India Private Limited,

BYOUNG HAK CHOI  
GENERAL MANAGER – OPERATIONS

MANISH PHANSALAKR  
HEAD – HR AND ADMINISTRATION



HYUNDAI CONSTRUCTION EQUIPMENT INDIA PVT. LTD.

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Vishwakarma Dadasaheb Chavan  
Management & Research, Malwadi I

Director

# PONCHO HOSPITALITY PRIVATE LIMITED

Reg. No. 2338, 2nd Floor, Krishna Complex, 17th Cross, HSR Layout, Sector-1, Bangalore, Karnataka-560102. Mob : +91 7710006271 Email : account@box8.in website : www.box8.in  
CIN -U56204KA2012PTC087024

Date: 05-Nov-19

## Offer Letter

Dear Prashant Satish Khape,

We are pleased to extend an offer to join Poncho Hospitality (Box8) at HR Executive Position. Your joining location would be Pune Office.

- Please refer to Annexure 1 for the compensation and benefits details
- Please refer to Annexure 2 for documentation to be submitted by you at the time of joining
- Please see Annexure 3 for declaration

The date of joining will be 07-Nov-19

The first three months will be training-cum-probation period. During this period, you would undergo intensive training covering various facets of the role, which you would be performing.

Training session is going held in Mumbai at Box8 Head Office 55 Corporate Avenue, Saki Vihar Road, Tunga Village, Chandivali, Powai, Mumbai, Maharashtra 400072

You may get in touch with me at nikhil.singh@box8.in if you need any clarification or help.  
We look forward to having you join the Box8 family!

Yours faithfully,  
Nikhil Kumar Singh  
Poncho Hospitality (Box8)  
+91-8441973134

Corp. Office : Box8 Office, 3rd Floor, Bhagyashree Building, Above Cream & Stone, opp Varsha park society, Baner road, Baner, Pincode - 411045

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Director

Vishwakarma Dadasaheb Chavan Institute  
Management & Research, Malwadi (Mast)

# KALYANI TECHNOFORGE LIMITED



23<sup>rd</sup> March, 2022

To,  
Mr. Nitin Nagesh Patil,  
Parale,Satara,  
Maharashtra 415124

## Sub: Offer Letter

Dear Nitin,

This has reference to your interview you had with us. We are pleased to offer you employment in our organization as a "Senior Officer – Training & Development" at our Chakan Plant. The details of terms & conditions agreed during the discussion you had with us which are as follows:-

1. As indicated, you will join us on or before 11<sup>th</sup> April, 2022. A detailed Letter of appointment will be issued to you after joining. If you fail to join us on the above mentioned date the offer would automatically stand cancelled.
2. You will be paid emoluments as per the discussions you had with us at the time of interview.
3. Your appointment is subject to your being found fit in the pre-employment Medical Examination.
4. You are requested to bring along with you following documents at the time of joining

- Three copies of recent passport size photographs.
- Copies of Education Qualifications along with originals for verification
- Copy of Pan Card & Aadhaar Card
- Blood Group Certificate
- Proof of DOB

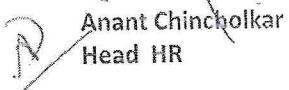
5. Confidentiality agreement will be signed at the time joining with the organization.

6. Salary offered to you is liable for modification as per the applicability of new labor codes without affecting your CTC; it will have impact on your take home.

Please sign the duplicate copy of this offer letter as token of acceptance and submit back to us within 03 days from the release of this offer letter.

Thanking you,  
Yours faithfully,

For Kalyani Technoforge Limited

  
Anant Chincholkar  
Head HR

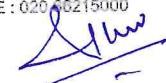
I have read and understood the terms and conditions mentioned above and in the Annexure-I. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms & conditions. By accepting this offer, I authorize \_\_\_\_\_ to verify the documents from an outside background screening agency, which includes my current /previous employment history, educational/ professional credentials and background verification. Company reserves right to withdraw offer in the event the background verification is found unsatisfactory.

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_



KALYANI TECHNOFORGE LIMITED

REGD.OFFICE & WORKS - I : KALYANI TECHNOFORGE LIMITED, MUNDHWA, PUNE - 411 036, INDIA. PHONE : 020 66441000 / 66215000 FAX : 020 6641009 / 1034  
ADMIN. OFFICE : CORPORATE BUILDING, SAARLOHA ADVANCED MATERIALS PVT. LTD., MUNDHWA, PUNE 411 036. PHONE : 020 66215000  
CIN NO.: U29141MH1979PLC020973 ● GST NO.: 27AABCK0618A127

  
Director

Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)

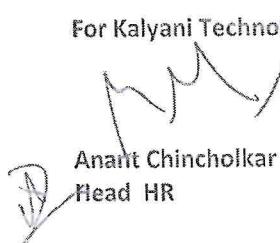
# KALYANI TECHNOFORGE LIMITED

Continuation Sheet...

## ANNEXURE

NAME OF THE CANDIDATE – MR. NITIN NAGESH PATIL		
DESIGNATION		SENIOR OFFICER
SN	PARTICULARS	AMOUNT
1	Basic	9000
2	HRA	1000
3	Education Allowance	200
4	Washing Allowance	1500
5	Additional Allowance	7340
6	Training Allowance	4000
<b>TOTAL A</b>		<b>23040</b>
7	PF (As per the Act)	1800
8	Bonus (As per the Act)	2613
<b>TOTAL B</b>		<b>4413</b>
<b>TOTAL MONTHLY (A+B)</b>		<b>27453</b>
<b>TOTAL CTC</b>		<b>329436</b>
Mediclaim Insurance - Family Floater Policy Rs. 1 Lacs (Self, spouse, 2 children age up to 25 years)		
**One time Performance Incentive – You shall be eligible for Performance Incentive after completion of one year of training. It shall be paid as mentioned below:		
Performance Rating :		
A	Outstanding	50000
B	Very Good	35000
C	Good	15000
***Above compensation structure will be replaced/modified as per the applicability of new labour codes without affecting your CTC.		

For Kalyani Technoforge Limited



Anant Chincholkar  
Head HR




Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Matur)

शिक्षण उपरांचालक कार्यालय, कोल्हापुर विभाग, कोल्हापुर  
हत्तीमहाल, सोमगार पेठ, गंगी गल्ली कोल्हापुर ४१६००२

दिनांक - 21 OCT 2022

जा.क्र.उमा-२/कोवि/वैगा/२०२२/ ४१३

प्रति,  
प्राधार्य/ मुख्याध्यापक  
जनन परकार हायस्कूल डॉन्ह ज्युनिअर कॉलेज ऑफ कॉमर्स, वाणकोट ता. मंडणगड जि.रत्नगिरी रत्नगिरी

विषय- विनाअनुदानित कनिष्ठ महाविद्यालय शिक्षक मान्यता २०२२-२३

संदर्भ -१. आपलोकडील घरील विषयाचा प्राप्त प्रस्ताव मा. ०१.०८.२०२२

२. शा.वि.शासन नियंत्रित दि. ६/५/२१७६, १३/१०/२०००, १०/६/२००१, १७/१२/२०१३, ६/२/२०१२,

१९/७/२०१४. मा. आयुक्त शिक्षण योग्येकडील इतिवृत्त दि. २१/१२/२०१६,

३. या कार्यालयाची भंगूर टिसणी दिनांक

चौल संदर्भ क्र. १ या प्रस्तावाचासोबत जाल माहिती, संदर्भ क्र. २ वे शासन नियंत्रित कर्तव्यातीरी भावात नियम, कायाचवताचा संवेदनाप्राप्त शासी व अधीक्षेवरच खालील अटीस अधीन राहील आपले उच्च भागींमध्ये शाळा/ कनिष्ठ महाविद्यालयातील कायाचवताचा अनुदानित वर नियुक्त करावेत असेही विषयात आपले आदेश विचारात नेवून व त्यांचील अटी/ शासीचे सतत यालन होणाऱ्याचा अटीवर देणेत वेत आहे, तसेच सदर सदभरातीस मा. आयुक्त शिक्षण योग्येकडील समितीचे प्राप्त नाहीकत प्रस्तावाचानुसार देणेत वेत आहे.

२. सदर भान्यतोमुळे कोलेजाची भर्तीवितीत आपल्या कनिष्ठ महाविद्यालयातील नियमित स्वरूपात भरगेत आलेली पदे व नियुक्त केलेले उपेक्षावर नियुक्त एकूण शिक्षकांच्या नियुक्त्या भंगूर पदारेका अधिक नाही नवेत.

३. सदरची मान्यता ही शासन भान्य याण्याभूत भंगूर असेल तरच राहील. शासनाकडून एकूण भंगूर नसल्यास/ यापाता/अतिरिक्त घटावरील असल्यात मान्यता आणोआप रद्द होईल व त्याचावत संबंधित शाळा प्रमुखावर युक्तीचा प्रस्ताव सदर फैलवद्दल कायदेशीर कारवाई करावेत दीर्घी.

४. सदरची मान्यता ही प्रस्तावाचोबत सदर केलेली वैधानिक/सामाजिक आरक्षणावादाचा महिलांस अनुसरन दिलेली आहे. शासनाने वैकोवेजी निहित वैकोवेजी सर्व आरक्षणे (वैधानिक, सामाजिक) याच्ये संस्था/शाळा यांना कायदेशीर वंशवकारक आहे.

५. संदर्भ क्र. ४ नुसार सादर प्रस्तावातील जर याली वा/कूपडील भंगूर नसलील असा विनाअनुदानित युक्तीचा विचार कायगम विनाअनुदानित विषय असलील तर असा कार्यावाह एकूण विचारात वैतला जाणार नाही. तसेच भागींमध्ये वा.महा. या कार्यभार घडन अर्पणेल/पूर्णपूर्ण पद संघ मान्यतेमध्ये असाने तरी तो कार्यभार आपल्या सदर पदार्थात वैतल.

६. सादर केलेल्या प्रस्तावाची विकारी संस्था लक्षात घेऊन रित्याकाया कार्यावाह दरविगेत आला आहे. या संघेत तदनंतर बदल झालेले पूरवाच वित्तावाच सादर करावा व कली झालेली कायदेशीर युक्ती नियुक्त्यात नसलेला तसेच पूर्णपूर्ण/अर्पणेल साठी आवश्यक असल्याचा कार्यभार कमी झालेल्ये सदर रित्याकायी दिलेली मान्यता आपोआप रद्द होईल.

७. प्रस्तावात सादर वैक्यावादाची कायदेशीर कायदेशीर विचारात शिक्षांतीरी येणे येणनकाऱ्ये आहे. प्रस्तावात सादर वैक्यावादाची विषयावान, ग्राम्यविकास व खालील विषयाचा कार्यभार ग्राम्यावाह असलात आणाला येणा नसेल तर त्या कायदेशीर वित्तावाच शिक्षांतीरी येणेल.

८. सदरची मान्यता ही संदर्भ क्र. ५ नुसार सादर प्रस्तावाचानुसार देणेत वेत आहे. यामध्ये सकावत आद्यवत्यास/ महिला सुकीरी असल्यास सदरची मान्यता रद्द करावेल व संघित युक्तीचावाचकायदा कायदेशीर कारवाई करावेल येईल.

९. सदर भान्यतोमुळे क्यालालयातील प्रकरण उद्यमवत्यास/ वा. विनाअनुदानेत, अन्य कार्यावाहाने सदर पदार्थ त्याचा कायदेशीर हक्क शासित केलेल्या त्याची संवर्सवी ज्ञावाची संस्था/प्राचीर्ण/ युक्तीचावाचकायदा कायदेशीर यांची राहील.

१०. सदरची मान्यता ही याणासवर्गी आरक्षण कायदेशीर यालन कठन केलेली नसलाचे सिप्प झाल्यास सदरची मान्यता रद्द केलेली जाईल व त्याची संवर्सवी ज्ञावाचारी संस्था व युक्तीचावाचकायदा कायदेशीर यांची राहील. व ते कार्यवाईस पात राहील.

११. सदरची मान्यता ही विनाअनुदानित घरील असलेले येणन देणेके वैतल घरील करणेत येबू नवेत. असा कार्यावाहाव्याचे वेतन संधेव्याचे दणवाचाये आहे.

१२. सदरची मान्यता ही जाहीरात नसेच इ.नि. दि. ६/२/२०१२ नुसार निहित कार्पापद्धतीमाग्ने केलेली नसल्याचे लिंग झाल्यास सदरची मान्यता रद्द करावेल येईल.

विनाअनुदानित वर्ग/तुकडीवरील

पूर्णपूर्ण शिक्षक

२०२२-२३

अ. क्र	शिक्षण सोवैकाचे नाव	पदार्थ	हेतू	प्रे. दी	वै. दी	वै. दी	वै. दी	वै. दी	वै. दी	वै. दी	वै. दी	रोपा
१	श्री कामत विनावक रविंद्र	पूर्णपूर्ण शिक्षक	सम.कोम. दी.ए.	२०००-४४८००	भंगूर जाती	पुलाकपात्र नेतृत्वाचे व संप्रिंत वाचावाचकायदा	१२	१२	२४	०१.०८.२०२२	(महिला चाची)	पूर्णपूर्ण शिक्षक नियुक्ती दि. ०१.०८.२०२२ पातून द.का.साठी मान्य

प्रति -

१. अधिकार, वेतन व भवित्व नियंत्रित नियी पदक, रत्नगिरी

श्री कामत विनावक रविंद्र असेही यालन हायस्कूल डॉन्ह न्युनिअर कॉलेज जोगी कॉमर्स, वाणकोट ता.

शिक्षण उपरांचालक,

कोल्हापुर विभाग, कोल्हापुर





# G A DIGITAL WEB WORD PVT LTD

S-14 Second floor, Aditya Mall, Near ICICI Bank, Indrapuram  
Mobile : 9911923618, 0120- 4218525/4118516, 4125729, 4156899  
Email: garima1200@gmail.com

Date: - 17/01/2021

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Shrimantrao Somnath Ambawade working in our organization deployed at Chent site MMRCL (Mumbai Metro Rail Corporation Limited) on contract from 12<sup>th</sup> November 2018 till date as a "Computer Operator".

During this period we found his to be sincere and hardworking. We are satisfied with his performance and to the best of our knowledge he bears a good moral character.

We wish him all success in his future endeavors.

Thanking You

For G A Digital Web Word Private Limited

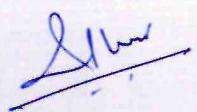


Ashok Pandey  
Regional Manager

S. Ambawade  
Self attested

Regional Offices: Mumbai, Chennai, Calcutta, Hyderabad, Bhopal, Bhubaneswar, Patna, Indra Puram (U.P.)



  
Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Mhatwadi (Masur)

<https://mail.google.com/mail/u/0/?tab=rm&oqlb#inbox/FFfcgzbGtwMhsrMqCFdJQGMWKBLoHNHxM?projector=1&messagePartId=0.1>

Date: August 24, 2022

Vishal Baburao Honmane  
Matoshri House, Near ST  
Stand, Wangi, Tal - Kadegaon,  
Sangli - 415305, Maharashtra,  
India

Subject: Offer Cum Appointment Letter

Dear Vishal,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Sr. Corporate Agency Manager

**Department:** Bancassurance

**Organizational Band / Grade:** J2

**Location:** Pune - City Mall

**Date of Joining:** Within 15 days of August 29, 2022

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be **4,50,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:  
13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
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[www.hdfclife.com](http://www.hdfclife.com)

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
  - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

#### **Probation Period**

6. You will be on probation for a period of 6 months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 Days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

#### **Transfer**

7. Although you are initially appointed at our Pune - City Mall, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

#### **Leave**

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

#### **Retirement**

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

#### **Conflict of interest**

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.

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Management & Research, Malwadi (Marsar).



11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

#### **Notice Period on confirmation**

17. This engagement may be terminated by either party by giving to the other, at any time, notice of 30 Days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

**HDFCLife Insurance Company Limited**

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18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:

- a. breach of governing laws, applicable rules and regulations;
- b. breach of applicable Company policies, procedure or code of conduct whether express or implied;
- c. performance below defined targets as applicable from time to time;
- d. any act/s which is/are regarded as breach to the interest of the Company.

#### **Other Terms and Conditions**

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any background check agency from any and all causes of action that might arise from individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

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23. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

#### HDFC Life Insurance Company Limited

**Corporate & Registered Office:**  
13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,  
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Regards,

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



**Sushil Chander**  
Vice President - Human Resources

I agree to and accept all the above terms and conditions.

Candidate Signature

**HDFC Life Insurance Company Limited**  
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### Annexure 1

Date: August 24, 2022  
 Name: Vishal Baburao Honmane  
 Designation: Sr. Corporate Agency Manager  
 Location: Pune - City Mall  
 Band: J2

CTC STRUCTURE	
COMPONENTS	Per Annum
<b>(I) Fixed Pay</b>	
Basic	135,000
House Rent Allowance	81,000
Other Allowance	121,054
Bonus	32,971
<b>(II) Reimbursements</b>	
LTA	11,250
Fuel	21,600
Mobile Handset	10,000
<b>Total Fixed Pay and Reimbursements</b>	<b>412,875</b>
<b>(III) Retirals</b>	
Provident Fund	21,600
Gratuity	6,525
<b>(IV) Valued Benefits</b>	
Group Insurance Benefit	9,000
<b>Fixed Cost to Company (FCTC)</b>	<b>450,000</b>

#### Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.  
 You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

**Note:** The Bonus / Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

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## Annexure 2 - Checklist of the Documents

You are requested to share following documents before your joining date, so that we can have everything in order for your joining.

### A. Photo ID, Address and Age Proof:

- i. PAN Card
- ii. Aadhaar card

### B. Work Experience:

- i. Experience letter / Relieving letter / Resignation acceptance letter with company stamp / Resignation acceptance email / Screen capture of HRIS resignation from last place of work

### C. Education Proof:

- i. Graduation - mark sheets for each year of the program & degree certificate
- ii. PG / MBA - mark sheets for each year of the program & degree certificate

### D. Other Documents:

- i. Scanned copy of a color passport size photograph (required for generation of Company ID card)

### E. Blood Group

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves its right to revoke the offer any time before your joining, and also its right to terminate your employment anytime after joining.

HDFC Life Insurance Company Limited

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# Harjai Computers Pvt. Ltd.

4th Floor, Business Park, Next to Bajaj Bhawan, S. V. Road, Malad (West), Mumbai - 400 064.  
Phone : (+91-22) 4055 6200 • Fax : (+91-22) 2873 7077 • E-mail : harjai@harjai.com • Website : www.harjai.com



## Appointment Letter

HCPL / 0132 / SSI / 03 / 2022

24<sup>th</sup> March, 2022

To,  
Mr. Sandip Sadashiv Ingavale,  
Risvad, Satara,  
Maharashtra - 415106.

Dear Mr. Sandip Sadashiv Ingavale,

### Subject: Position of Software Engineer

With reference to your application and subsequent interview you had with us, we have pleasure in offering you the above position in our Company on the following terms and conditions.

#### 1. Remuneration:

Your remuneration will be as per the details given in Annexure-I to this letter.

#### 2. Effective Date of Appointment:

Your appointment shall be effective from the date of your joining the Company, which, however, shall not be later than 05/04/2022. Your appointment shall become effective from the date of your joining at the site of our Client or such location as may be designated by them. Should the Client decide to cancel the assignment / project for what-ever reasons, this letter of appointment shall stand withdrawn with immediate effect without any liability of any sort to the Company / the Client.

#### 3. Period of Probation:

You will be on probation for a period of Fifteen (15) days from the date of your joining. This period of probation will be liable to be extended for a further period of Fifteen days at the sole discretion of the Management. During the said probation period ( including the extended period, if any ), and thereafter you will serve in the Company in such capacity as the Management may, in their assessment of the nature and load of work, determined from time to time.

During the tenure of the said probation period (including the extended period, if any), the Management shall have the right to terminate your services without giving you any prior notice or assigning any reasons thereof.

#### 4. Place of Work:

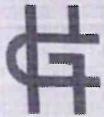
a) You will form a part of the Members of Staff of the Company's establishment located in Mumbai ( in the State of Maharashtra ) and hence your employment with us will be regulated under the appropriate Statutory enactments / rules, framed / laid down by the Government of Maharashtra and as made applicable from time to time to the employees belonging to your category as defined in such statutory rules and regulations.

b) You may be posted on need basis or based on work exigencies, to such place or places within India or out of India, as the Management may from time to time decide at their sole discretion for the purpose of carrying out official assignments including rendering services to our clients located all over the country as well as places outside of India.

ISO 9001 : 2015 Certified Company  
CIN : U72100MH1996PTC104114



*Ingavale*  
*Shrivastava*  
Director  
Vishwakarma Dadasahab Chavan Institute of  
Management, Mumbai (Mumbai)



5.

Hours of Work:

You will be employed as the whole-time employee of the Company. Your working hours may be regulated/specified from time to time by the Management. Further your schedule of work may be altered, modified and/or regulated to suit the administrative convenience and the exigencies of work and for which you will not be entitled to any element of additional remuneration or time off.

6.

Duties and Obligation

- a) You shall, as an employee of Harjai Computers Pvt. Ltd., conduct yourself with decorum and shall honestly and efficiently discharge all duties and functions pertaining to your employment as also such other duties entrusted by the Management through any duly authorized member of the Management Team.
- b) You shall comply with all lawful orders and directives issued by your designated Supervisors / Manager, consistent with all the rules, regulations and stipulations of the Company for the time being in force and that may be introduced from time to time in future.
- c) You shall devote productively the whole of your time exclusively to carry out the duties and assignments entrusted by the Company and you shall not engage yourself, directly or indirectly, without the prior consent in writing of the Company, in any business or activities which the Company in its sole discretion consider as contrary to or inconsistent with the duties and obligations stated herein and which the Management in their judgement deem prejudicial to the interests of the Company.
- d) You shall not take up, directly or indirectly, any employment or service or assignments on behalf of third parties or on your own behalf. Also you shall not engage privately in any type of activities of commercial nature unless specifically authorized in writing by the Management of the Company to do so.
- e) You shall inform the Company at once of any act of dishonesty and or any action prejudicial to the interest of the Company on the part of any person and which may come to your knowledge.
- f) You should be aware that in the event a project-in-hand extends beyond the initially estimated time-frame, and the Company or their clients require you to remain on that project for an extended period of time to ensure unimpeded progress of that project, you shall remain on such assignment for the extended duration specified by the Company or their clients. In this connection, you should appreciate that the company is required to provide, through their designated employees, uninterrupted and reliable services to their clients. Hence, it would be necessary for you to remain on client assignment / project for a minimum uninterrupted duration of 12 months.
- g) You shall neither assign nor pledge to third parties any financial or other benefits to which you are entitled to under the terms of and conditions laid down in this letter of appointment.
- h) You shall ensure that the details and particulars of your compensation package are treated and Maintained as strictly confidential information of the Company. The Management strictly discourages any discussions (or disclosure of any element) of your compensation package with anyone except your Department Head or HR Manager. Non-compliance of this stipulation will be construed as breach of the terms and conditions governing your employment with us, and for which the Management will be at liberty to take strict disciplinary action against you. You should also be aware that your remuneration package is formulated by taking into account your unique profile and hence the information therein shall not be open for comparison with that of any other employee.
- i) You shall not accept or undertake to accept either directly or indirectly without the prior knowledge of the Management, any gifts, commission, or favours of any kind whatsoever related with your work which, in the opinion of the Management, is prejudicial to the interest of the Company or against their avowed business ethics.
- j) You should be aware that the Management attaches a great deal of importance to sustaining their hitherto established good will in the related business circle and also avoiding any kind of

*S. Bhaw*  
Director

Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malvadji (Masur)

*Jagavate*

Losses of Company resources. Hence it is essential for every employee of the Company to put in conscious and disciplined efforts to perform / discharge his duties directed towards achieving, inter alia, the said two goals of the Company with due care, acumen and responsibilities so as to avoid any possible cause leading to damage / loss to Company's assets, revenue and good will, since any efforts to establishing, post-event, the reasons for such losses becomes cumbersome, cost intensive and, more often than not, counter productive.

7. Termination

a) Your employment with us is liable to be terminated when the Project assigned to you by us / our Client has been completed or if the Project has been cancelled by us / our Client without assigning any reasons whatsoever, by giving you the same length of notice period or 15 days' notice period ( which-ever is less ) as may have been given by the Client tour company.

b) In the event you wish to resign from the services of the Company, you shall do so by giving 90 days prior notice in writing in that behalf and also after having completed conclusively the projects handled by you, duly supported with Certificate of Completion or relevant NOC ( No Objection Certificate ), in writing, from the concerned Project-in-Charge.

In the event of your leaving the employment with the Company without giving the notice as aforesaid, you shall pay to the Company an amount equivalent to three months of your immediate last drawn salary. However the decision to accept such payment in lieu of notice period shall vest solely with the Company.

c) Not with standing what has been stated in sub-clauses 7(a) and 7(b) hereof, the Company may terminate your employment forthwith without giving any notice whatsoever or without payment in lieu there of incase of any act of disobedience, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance, or other serious misconduct or negligence on your part, or any incompetence displayed in the discharge of your duties, or the breach on your part of the terms of your employment, or if you become bankrupt or you are adjudged insolvent or on your compromising with your creditors. In such eventualities, the judgement of the Company as to whether any of the events mentioned therein has occurred shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever.

d) This offer of appointment is made on the basis of information and other documents / records furnished by you in support of your past services elsewhere. If at any time it is revealed that the employment with us has been obtained by furnishing untrue, misleading, partial information or by withholding or suppressing material information, the Company will be at liberty to terminate your services at any time without any prior notice.

8: Actions upon Termination of Employment:

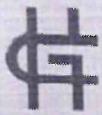
a) Upon termination of your employment with the Company for any reasons whatsoever, you shall immediately:

i) Hand over your office charge to such person or persons as may be authorized by the Company on that behalf;

ii) Surrender to the Management or their authorized representative, all official business documents in your possession such as blue prints, reproduction of any data tables, calculation sheets, diaries, notes, pamphlets or books, and correspondence either addressed to you by the company or received by you for and on behalf of the Company, and also all items of use belonging to the Company such as Software, data carriers, and any other documents, records, property and effects of the Company that may be in your possession / custody pertaining to or connected with the business of the Company, or their clients or of any of the Company's subsidiaries, associates or affiliates. Further, if required by the Management to do so, surrender such documents and items at any time even during the tenure of employment with the Company.



Director  
Vishwakarma Dadasahab Chavhan Institute of  
Management & Research (Autonomous)



b) Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments the amount towards any claims that the Company may have against you either under the terms of your employment or any other supplementary commitment as per this letter of appointment.

(9) Miscellaneous:

- a) Your Date of birth as per our record is 7<sup>th</sup> August, 1991. You will, in normal course, retire from the employment of the company at the end of the month in which you attain 60 years of age.
- b) The failure of the Company to assert any claim or right, against you, hereunder, on any one or more instances shall not constitute a waiver of such claims or rights with respect to future performance of such obligations and any other obligation under this letter of appointment.
- c) The rights and obligations of the Company and your rights and obligations created, in particular with this letter of appointment, is in effect, but not limited to, transfer of intellectual property, proprietary rights, confidentiality, non-competition, non-solicitation and non-interference will sustain indefinitely the termination of this letter of appointment and such rights and obligations shall be binding upon permitted assigns, successors and legal representatives.

Note-Annexure-II embodies the document "Non-disclosure and Proprietary Rights Agreement" which forms an integral part of this letter of appointment.

d) All notices under this letter of appointment / Agreement shall be in writing and be deemed as served to the respective addresses if sent by Registered Post. In the case of the Company the proper address is the Registered office of the Company. And in your case it is your last known address as recorded in our H.R Department Records. In establishing service of such correspondence, it shall be sufficient to show that such Notices were properly addressed and posted.

e) The Company shall have the right to add, to modify, to alter or abrogate from time to time any terms of the employment including remuneration and perquisites, and such changes will be communicated to you by individual letter or by Circular.

f) The Company's entire liability towards you is limited to the salary and reimbursement of expenses, if any, legitimately payable.

g) You shall comply with all State and local laws and rules & regulations pertaining to the performance of this agreement and those governing the employment.

We are forwarding this letter in duplicate, and request you to kindly return to us the duplicate copy duly signed and dated by you in token of your acceptance of the aforesaid terms and condition of employment as soon as possible or at least by close of office hours on 05/04/2022 failing which this offer will stand withdrawn.

On the day of your joining our organization, please submit originals plus photocopies of all your certificates along with copies of your Pan Card & Aadhar Card. The originals will be returned to you immediately after verification, preferably on the same day. Please also submit two passport size photographs.

In case you require any clarification please contact the undersigned.

Please note that once you acknowledge acceptance of this offer, you are bound by all the above terms and conditions incorporated in this letter of appointment. In the event of your failure thereafter to join the Company and honour the terms and conditions of this letter of appointment, the Company may initiate such action against you as deemed suitable or as advised.

For and on behalf of Harjai  
Computers Pvt.Ltd.

I accept the afore said terms and will join the duty on 4th April 2022

Name of Employee: SANDEEP SHADASHIV INGAVALE

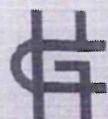
Place: PUNE

Signature: Chirag Patel  
Date: 26/03/2022

Shiv  
Director

Vishwakarma Dadasahab Chavhan Institute of  
Management & Research





Appointment Letter No. HCPL / 0132 / SSI / 03 / 2022

Dated: 24<sup>th</sup> March, 2022

The details of your remuneration areas given below

**ANNEXURE-I**

Name	Sandip Sadashiv Ingavale	Date of Joining	1 <sup>st</sup> April, 2022
Designation	Software Engineer		

Salary Component		Monthly	Yearly
Basic Salary	Rs.	16000.00	-
House Rent Allowance	Rs.	8000.00	-
Conveyance Allowance	Rs.	700.00	-
Medical Allowance	Rs.	4200.00	-
Mobile Allowance	Rs.	700.00	-
Advance Statutory Bonus	Rs.	2400.00	-
<b>Gross Salary</b>	<b>Rs.</b>	<b>32000.00</b>	<b>384000.00</b>
Provident Fund Contribution by Company	Rs.	1800.00	-
<b>Gross Cost to the Company</b>	<b>Rs.</b>	<b>33800.00</b>	<b>405600.00</b>
Budgeted Gratuity	Rs.	-	9231.00
Mediclaim	Rs.	-	6000.00
<b>Net Cost to the Company</b>	<b>Rs.</b>		<b>420831.00</b>

Rs. Four Lakh Twenty Thousand Eight hundred Thirty One Only.

\***Budgeted Gratuity**-Gratuity amount payable after you Complete 5 years of continuous service with the Company.

\*TDS will be deducted as per prevailing Law

"IMPORTANT:-The particulars of the remuneration here in stated and the policies underlying the same, constitute an important part of our Company's Strictly Confidential Information shared between the employer and the employee concerned only. Any part of these particulars SHALL NOT BE DISCLOSED to any other person/persons or any outside entity. For any clarification regarding individual item/items of remuneration, the employee concerned shall approach the Manager- H.R., who may explain the same in a personal (one-to-one) discussion only."

I understood my above Salary Structure

Signature of Employee

(Authorised Signatory)

Date: 26/03/2022

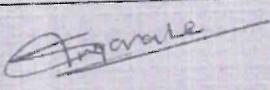
Date: 26/03/2022



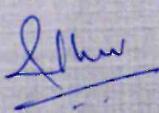
Director

Vishwakarma Dadasaheb Chavan Institute of  
Management & Research (Autonomous)

₹

Net Salary	Amount
Gross	32000
PF	1800
PT	200
<b>NET Take Home</b>	<b>30000</b>
TDS will be deducted as per prevailing Law	
I understood my above Salary Structure	
Signature	
	
Name: Mr. Sandip Sadashiv Ingavale	



  
**Director**  
 Vishwakarma Dadasaheb Chavan Institute of  
 Management & Research, Malwadi (Masur)



# Harjai Computers Pvt. Ltd.

4th Floor, Business Park, Next to Bajaj Bhavan, S. V. Road, Malad (West), Mumbai - 400 064.  
Phone : (+91-22) 4055 6200 • Fax : (+91-22) 2873 7077 • E-mail : harjai@harjai.com • Website : www.harjai.com



## EMPLOYEE NON-DISCLOSURE & PROPRIETARY RIGHTS AGREEMENT

AND

Mr. Sandip Sadashiv Ingavale, aged 31 years, Son of Mr. Sadashiv Ingavale residing at Risvad, Satara, Maharashtra - 415106 having Passport No- NA Issued at - NA, On- NA and Expiring on NA, Pan Card No AEGPI2711C (herein after called the 'EMPLOYEE' or 'the said EMPLOYEE') Of The Other Part:

WHEREAS

- i The employee is in the employment of the Company as per the letter of appointment dated 24<sup>th</sup> March, Two Thousand and Twenty Two.
- ii It is agreed by and between the EMPLOYER and the EMPLOYEE that the EMPLOYER and the employee shall enter into this presents:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES as follows:

1. The EMPLOYEE shall maintain in confidence and will not disclose or use, either during or after the term of this employment, without the prior express written consent, of the EMPLOYER, any proprietary or confidential information or know-how belonging to or in the possession of the EMPLOYER ( termed as "PROPRIETARY INFORMATION"), whether or not it is in written or permanent form, except to the extent required to perform duties on behalf of the EMPLOYER in the capacity as an employee of the COMPANY. Such PROPRIETARY INFORMATION includes, but is not limited to, technical and business information with relation to the EMPLOYER'S inventions, or products, research and development, finance, clients, marketing and future business plans. The PROPRIETARY INFORMATION also includes information belonging to clients and suppliers of the COMPANY, which may have been disclosed to the EMPLOYEE in his capacity as an EMPLOYEE and / or by virtue of the EMPLOYEE'S status as an EMPLOYEE of the COMPANY.
2. All materials belonging to the EMPLOYER, such as records, books, plans, formulae, letters, notes, reports, drawings, photographs or other documents or compilations, or other recorded matter, and copies or reproductions thereof, relating to the EMPLOYER's operations, activities, or business or affairs of the Company, made or received by the EMPLOYEE during the tenure of his employment, or / and shall remain the EMPLOYER's exclusive property, and the EMPLOYEE shall keep the same at all times in the EMPLOYER's custody and subject to its control. Upon termination of employment services, or upon his / her ceasing to be in the EMPLOYER's employment for any reason whatsoever, the EMPLOYEE shall deliver to the EMPLOYER all written and tangible material in the possession of the EMPLOYEE including the PROPRIETARY INFORMATION and all other information incidental to the EMPLOYER's material.

ISO 9001 : 2015 Certified Company  
CIN : U72100MH1996PTC104114



Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malvadi (Masur)

Contd...2...

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3. All past and current work done by the EMPLOYEE for the EMPLOYER relating to and in respect of the COMPANY's product in any form leading to the conception, design, development or support of products and services for the EMPLOYER is and shall continue to remain the sole and exclusive property of the EMPLOYER and not of any third party. In this connection the EMPLOYEE will promptly disclose and describe to the EMPLOYER all inventions, improvements, discoveries, technical developments, and works of authorship, whether or not patentable or copyrightable, which the EMPLOYEE conceives, reduces to practice, or author solely or jointly with others, relating in any way or useful to the EMPLOYER's business as presently conducted or as conducted at any future time during the EMPLOYEE'S tenure of employment shall be termed as 'WORK PRODUCT'. The EMPLOYEE hereby assigns to the EMPLOYER, the entire right of the EMPLOYEE to the entire WORK PRODUCT, by which the said WORK PRODUCT is and shall remain the sole and exclusive property of the EMPLOYER. The EMPLOYEE, shall not make the WORK PRODUCT available to others without the prior written permission of the EMPLOYER during or following the term of Employment with the 'EMPLOYER' upon his / her ceasing to be in the employment of the company for any reason whatsoever.

Any discovery or invention or secret process or improvement in procedure made or discovered by the EMPLOYEE while in service of the company in connection with or in any way affecting the work relating to the business of the EMPLOYER or capable of being used or adopted therein or in connection therewith shall forthwith be disclosed to the EMPLOYER and shall belong to and be the absolute property of the EMPLOYER.

4. The EMPLOYEE further agrees to cooperate with the EMPLOYER or its designees, both during and upon his / her ceasing to be in the employment of the company for any reason what so ever ( after the term of employment of the EMPLOYEE ), in the procurement and maintenance of the EMPLOYER's rights in WORK PRODUCT, including but not limited to, patents and copy rights. The 'EMPLOYEE' shall sign papers, which the EMPLOYER may deem necessary and desirable for vesting the EMPLOYER or its designees with such rights. The 'EMPLOYEE' will keep and maintain adequate and current written records of all WORK PRODUCT in the form of notes, sketches, drawings, or reports related to said WORK PRODUCT, which records shall be and continue to remain the sole property of the EMPLOYER and be available to the EMPLOYER at all times. Further, the employee agrees that during the tenure of his employment with the Company or any time after leaving the employment of the Company, voluntarily or otherwise, shall not use the Company's official e-mail id, logo, letter-head, and / or any other medium of communication in the Company's name to send / receive / broadcast any personal messages / views / feedback or any other type of direct / indirect / oblique messages related to the EMPLOYER and its business, either personally or through a third party acting as his spokesman or agent.

There is no other agreement / letter of appointment or duty on the 'EMPLOYEE's part now in existence (a) to assign WORK PRODUCT or (b) that is inconsistent with the AGREEMENT, unless a copy or description thereof is attached hereto and the 'EMPLOYEE' has initialed in the following space: ( initial only if other agreement or description attached ). The 'EMPLOYEE' will not disclose or induce the EMPLOYER to use or bring on to the EMPLOYER'S premises any confidential information or material that the 'EMPLOYEE' is or shall become aware of and which belongs to any one other than the EMPLOYER. During the employment of the 'EMPLOYEE' by the EMPLOYER, the 'EMPLOYEE' shall not accept or engage himself directly or indirectly (a) in any employment, consulting, or other activity in consistent or incompatible with obligations of the 'EMPLOYEE' to the EMPLOYER, including, without limitation, the terms of the AGREEMENT or (b) in any business competing with the EMPLOYER's business as presently conducted or as conducted at any future time during employment of the 'EMPLOYEE'.

Contd...3...

*Signature*

*A.M.*



*S. J. Pawar*

Director

Vishwakarma Dadasaheb Chavan Institute of  
Management & Research Mumbai (Masur)

5. The 'EMPLOYEE' acknowledges that obligations and promises of the 'EMPLOYEE' under this AGREEMENT are of a unique and intellectual character, which gives them a particular value. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to the EMPLOYER and his business for which there will be no adequate remedy at law, and the EMPLOYER shall be entitled to injunctive relief and / or a decree for specific performance, and such other relief as may be proper ( including monetary damages if appropriate ).
6. The 'EMPLOYEE's' employment may be terminated at any time, with or without cause by the EMPLOYER. However such termination shall not affect the EMPLOYER's rights or 'The EMPLOYEE's obligations under this AGREEMENT. This AGREEMENT represents the entire understanding between the EMPLOYEE and the EMPLOYER as to the subject matter hereof.

This AGREEMENT may not be modified except in a signed written agreement by authorized representative of the 'EMPLOYER' and the 'EMPLOYEE'. The AGREEMENT shall inure to the benefit of successors and assigns of the EMPLOYER, and shall be binding on the 'EMPLOYER's heirs and legal representatives.

7. The waiver, exceptionally, if any, by the EMPLOYER of a breach of any provision of this AGREEMENT by the 'EMPLOYEE' shall not operate or be construed as a waiver of any other or subsequent breaches by the 'EMPLOYEE'. If any provision of the AGREEMENT is held to be invalid, void, or unenforceable, the remaining provisions shall invalidated in any way.

8. Non-competition and Non-solicitation:

i     Non-Competition during Employment. During employment with the EMPLOYER, the 'EMPLOYEE' shall not, directly or indirectly, engage or participate in any business that is in competition with the business of the EMPLOYER.

ii     Covenant Not to Compete after Termination of Employment. The 'EMPLOYEE' promises and agrees that for a period of one year after the termination of this agreement, The 'EMPLOYEE' will not engage in competition with the EMPLOYER by working directly or indirectly for any clients or vendors ( including potential clients ) of the EMPLOYER.

iii     Solicitation of Employees. The 'EMPLOYEE' will not solicit any of the Employees of the EMPLOYER for a competing business or otherwise induce or attempt to induce any employee to terminate employment with the EMPLOYER, directly or indirectly, either during employment of the 'EMPLOYEE' with the EMPLOYER, or after termination of his employment or upon his / her ceasing to be in the EMPLOYER's employment for any reason whatsoever.

iv     Breach ; In the event of a breach of this and foregoing paragraphs, the EMPLOYER shall be entitled to claim damages. The damages shall be awarded in a manner so as to make the EMPLOYER getting fully compensated for loss of revenues, profits, clients, projects and / or good will as a result of the breach. Where appropriate, the EMPLOYER may seek injunctive relief to restrain a violation of this paragraph.

9. A) When entrusted with job responsibilities during 'Work From Home schedule', the Employee shall abide by all the special / additional instructions received from 'the employer' in writing or verbally. The salient features of the special instructions may include ( but not limited to ) the following a 'the EMPLOYEE' shall strictly abide by the instructions from the 'the employer' defining what can and cannot be done with the company owned devices (including mobile phones) and all hardware and software.

Contd...4

*Shrivardhan Ingole*

*S. Shrivardhan Ingole*  
Director

Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Navi Mumbai (Masur)





: 4 .

- B) The Employee working from home shall use the machines and devices of the Company for the bona fide work activities of the Company and shall not share them for transmitting personal information in messages and or social media.
- C) During 'on-line' official meeting, The Employee shall remain cautious when sharing his / her screen, and not leave any other windows open to avoid overseeing of the contents that are not to be viewed by others.
- D) If 'The Employee' is using a computer provided by the Employer, it should have been checked and approved by the competent staff of 'the Employer'.  
If for some reasons, 'The Employee' has to use his / her own personal computer, he / she should seek guidance from 'the Employer', for getting VPN to server the connection and encrypt the data.
- E) 'The Employee', while working from home, shall ensure that the devices are kept safe and shall not allow other members of his / her house-hold to access them, their work lap tops, mobile and other forms of hardware.
- F) If 'The Employee' feels unsure of the credibility of a particular platform, he / she shall refer the matter to 'the Employer' or to the person designated by 'the Employer'.
- G) The Employee shall make sure that e-mails are secured, accessed via the employer's VPN. Also it should be ensured that the devices encrypt data / while at rest, to protect e-mail data on the device if it (the Data) is lost.  
Besides the fore-going
- H) 'The Employee' shall ensure regular work hours, by taking into consideration the following:-
  - i) The employee to be available, when his / her boss needs.
  - ii) Time of the day when he is most "productive"
  - iii) Performing highest priority task first,
  - iv) Planning a schedule to periodical clean up and self implementation (i.e. not through others),
  - v) Lock the devices before walking away if automatic locking is not provided.

IN WITNESS where of the parties have executed these presents the day and year first above written.

Signed and delivered by the within named  
( HARJAI COMPUTERS PVT LTD . )

Date: 26/03/2022

Signed and delivered by the within named EMPLOYEE

In the presence of

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



Director  
Vishwakarma Dadasahab Chavhan Institute of  
Management & Technology (Autonomous)

2



# SERUM INSTITUTE OF INDIA PVT. LTD.

(FORMERLY KNOWN AS SERUM INSTITUTE OF INDIA LTD.)

Cyrus Poonawalla Group

"SAROSH BHAVAN", 16-B/1, DR. AMBEDKAR ROAD, PUNE - 411 001, INDIA. ■ TEL. : +91-20-26137221-5 ■ FAX: +91-20-26133228

CIN U80903PN1984PTC032945

1<sup>st</sup> October 2018

Mr. Alok Tanaji Nalawade,  
Flat No 201, Laxmi Krupa Building No. 116,  
Netaji Subhashchandra Nagar Lane No 1,  
Pimpale Gurav ,  
**PUNE – 411 061.**

Dear Mr. Nalawade,

Further to the interview you had with us, we are pleased to appoint you as **IT – ABAP Executive**, in our Organisation w.e.f. 1<sup>st</sup> October 2018, on the following terms and conditions :

1. Compensation & Benefits : The detailed break up of your Compensation & other benefits applicable to your grade is enclosed as Annexure – I.
2. You will be entitled to benefits of leave according to the rules of the Company in force.
3. You will be covered under a Mediclaim Insurance Policy for coverage of Rs. 2,50,000/- as per eligibility. Medical coverage is only for employee, spouse and two dependent children according to the existing Mediclaim Policy, subject to the conditions in the Policy.
4. Although your normal work will consist of the duties assigned to you in the capacity of as **IT – ABAP Executive**, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.



...2/-

REGD. OFFICE : 212/2 Off Soli Poonawalla Road, Hadapsar, Pune - 411 028. INDIA  
Tel. : +91-20-26993900 / 04 ■ Fax : +91-20-26993904 / 3921 ■ [www.seruminstitute.com](http://www.seruminstitute.com)

*S. P. Chavan*  
Director  
Vishwakarma Dadasaheb Chavan Institute  
Management & Research Centre (Autonomous) / Mas



## ACCUREX SERVICES India Pvt. Ltd.

Shop No. 17, Cosmo Avenue Complex, near Baba Petrol Pump,  
CBS Road, Mhada Colony, Aurangabad-431001.  
Contact : 9309105516, 9423211070 Email : mpmsmumbai@gmail.com

तात्र. क्रांतीमंडा-2022-23/1143/14

दिनांक 03/04/2023

प्रति,  
कायंकारी अभियंता  
मतागण्ठ जॉब्स प्राधिकरण  
करगड.

विषय:- कंत्राटी भनुव्यंवळ पुस्वठा DEO (Account-cum-II Executive cadre) नियुक्ती आदेश  
मार्ग:- MJP/SE/HQ/II CELL/13/2021/39/2023, dt.d.14-03-2023

मानविय सदस्य संचिव, म.जो.प्रा, मुंबई यांचे वर संदर्भाच्या आदेशानील मानवतंत्रमार्ग खुलालील पात्रता धारक उमेदवारांची बाहयःस्प्रालामाफेल कंत्राटी पट्टनोवर नियुक्ती करण आपले अधिनस्त पदस्थापना करण्यात आली आहे. प्रम्लून नियुक्ती आदेश हे प्रत्यक्षात कामावर रुजु द्याव्याच्या नागर्युंपासून ते पूर्णील आदेशा पर्यंत अंमलात राहतील.

अ. क्र.	उमेदवाराचे नाव	पदनाम	नियुक्ती/पदस्थापनचे दिक्काण
1	दियालो सुभास नांगरे Mo. 9866298123	Data Entry Operator (Account-cum-II Executive Cadre)	करगड कायंकारी

प्रम्लून नियुक्ती ही करागच्या कालावधीसाठी मर्यादीत असून तात्पुरत्वा व कंत्राटी स्वरूपाची अग्रसर्वान संवधीलांना कोणत्याही कायम शासकीय संवेद नाभ मागण्याचा अधिकार असणार नाही. किमान वेतन अधिनियमानील नरतुंदानुसार मानधन संस्थेमाफेल अदा करण्यात येईल.

संवधीलास आपले अधिनस्त रुजु करून अहवाल कर्तव्यात यावेत ही विनंती.

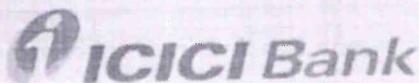
प्रकारण संविसंस इडीम परिव.

प्रतिनीधी:

- मानविय अधिकारी अभियंता, म. (अ.का) म.जो.प्रा. एकमप्रम टावरमध्ये यांत्रा नामस्त पाईट संचय  
यांना मार्गितोमध्ये संवेदनाय सादर.
- प्रत: दियालो नांगरा, Data Entry Operator यांना देवन आदेशीत करण्यात येते की, आपणास दिलेल्या नियुक्तीच्या लिकाणी व्यवस्था रुजु होव्यून कार्यपालन अहवाल सादर करावा.



*S. J. Chavhan*  
Director  
Vishwakarma Dadasahab Chavan Institute of  
Management, Pimpri Chinchwad, (Mumbai), Maharashtra



PRIVATE AND CONFIDENTIAL

Reference No. - 1384358307

Applicant ID - 5691062

20-Dec-2022

PRASAD JAGADALE

Dear PRASAD,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakil Circle,  
Old Padra Road,  
Vadodara 390 007, India



**Director**  
Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malvadi (Masur)



PRIVATE AND CONFIDENTIAL

Reference No. - 1384358307  
Applicant ID - 5691062

20-Dec-2022

PRASAD JAGADALE

Dear PRASAD,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in BBG-BUSINESS LOANS GROUP at KOLHAPUR - RADHANAGARI ROAD\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 04-Jan-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

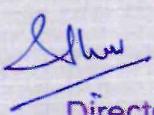
b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s

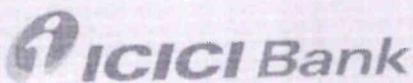
**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



  
Director  
Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malwadi (Masur)



of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

Reference No. - 1384358307

PRASAD JAGADALE

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: LB5190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



*L. Bhaw*  
**Director**  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masuit)



:3:

Reference No. - 1384358307

PRASAD JAGADELE

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
  - The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
  - Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
- Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of:
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

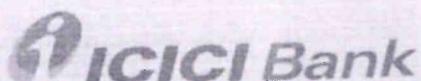
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



*S. J. Shrivastava*  
**Director**  
Vishwakarma Dejaschab Chavan Institute of  
Management & Research, Mehsana, (Gujarat)



:4

Reference No. - 1384358307

PRASAD JAGADELE

• General:

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Pritesh Ranjan

Digitally signed by Pritesh Ranjan  
Date: 2022.12.20 09:10:42 +05:30  
Reason: Offer Letter

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.



Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)



:5:

Reference No. - 1384358307  
PRASAD JAGADELE

Annexure:

Remuneration:

- Your Base Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 92,964/- (Rupees Ninety Two Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include -Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

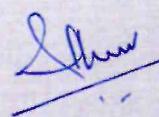
- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

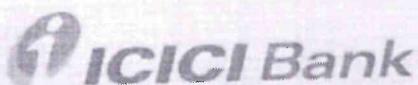
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**Director**  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)



.6:

Reference No. - 1384358307

PRASAD JAGADELE

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by Pritesh Ranjan  
Date: 2022.12.20 09:10:42 +05:30  
Reason: Offer Letter  
Location: Mumbai

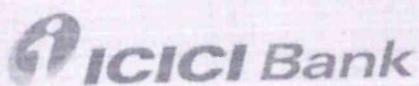
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Director  
Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malwadi (Masur)





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

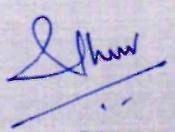
Please note that you are required to attend Induction program (I-Banker) on your date of joining.  
You shall be communicated about the date, time and venue for induction program (I-Banker) by  
your Recruitment Manager.

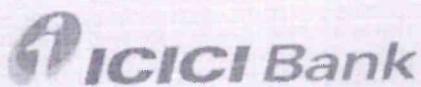
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**Director**  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Mahwadi (Masur)



### Remuneration Details

Name : PRASAD JAGADELE

Position: Assistant Manager-II

Group: RETAIL BANKING GROUP

	Assistant Manager-II	
	Monthly	Annual
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	7,747	92,964
Superannuation Allowance	1245.00	14,940
<b>Total</b>	<b>21,442</b>	<b>2,57,304</b>
 Retirals		
Retirals (PF, Gratuity) ***	2,491	29,892
 Total Fixed	 23,933	 2,87,196
 Performance Linked Retention Pay #	 5,000	 60,000
 <b>Total CTC</b>	 <b>28,933</b>	 <b>3,47,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 20-Dec-2022

Digitally signed by Pritesh Ranjan

Date: 2022.12.20 09:10:43 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Director  
Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malwadi (Masur)





**Star Union Dai-ichi**  
Life Insurance

A joint venture of  
 | |

21-06-2022

To,  
Kalavati Rajendra Pate,

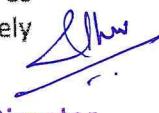
,  
,

Dear Kalavati Rajendra Pate,  
**Offer Letter: Relationship Manager - Bancassurance\_BOI**

With reference to your interview with us, we are pleased to offer you the position of **Relationship Manager, M11**, in Satara, Maharashtra, India, (Satara BO). You will be on probation for a period of 6 months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.
2. Your initial posting will be in Bancassurance\_BOI, Satara, Maharashtra, India, (Satara BO). However, the company reserves the right to utilize your services at any other place within or outside the country.
3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
  - a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
  - b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.Please refer to the Annexure B for the list of documents.

4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai Ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

  
Director



**Star Union Dai-ichi Life Insurance Company Limited**/Vishwakarma Dadasaheb Chavan Li

Registered Office: 11<sup>th</sup> Floor, Vishwaroop Park, Plot No. 34, 35 & 38, Sector 30A of IIP, Vashi, Navi Mumbai - 400708, Maharashtra, India  
Toll Free No.: 1800 266 8833 (9:30 am to 6:30 pm - Mon to Sat) | Tel: 022-7196 6200 | Fax: 022-7196 2811  
Email: [customercare@sudlife.in](mailto:customercare@sudlife.in) | Website: [www.sudlife.in](http://www.sudlife.in) | IRDAI Regn. No. 142 | CIN: U66010MH2007PLC174472  
Trademark used under licence from respective owners.



# K WASAN INSURANCE BROKING PVT. LTD

## Offer Letter

Date: 13/04/2023

To,  
MR. GHANSHYAM ASHOK JADHAV  
Address: VANAWASMACHI,  
HAJARMACHI, KARAD SATARA  
MAHARASHTRA-415105

Dear Mr. GHANSHYAM ASHOK JADHAV,

With reference to your application and subsequent interview with us we are pleased to offer you an appointment in our company as a **SENIOR SALES MANAGER** on the following terms and conditions of the organization.

1. Date of Joining: You will join the company on or before **30<sup>th</sup> APRIL 2023**.
2. Place/Transfer: Your present place of work will be **CHEMBUR**. During the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment at the sole discretion of the Management.
3. Salary: **Rs 27,083/- Gross Per Month (Rupees Twenty-Seven Thousand and Eighty-Three Per Month) (All Inclusive).**
4. You will be on probation for a period of 3 months. After completion of probation period if you wish to leave the service, minimum 90 days' notice period should be given. Management Has sole discretion to release you from your service without giving any notice if your Performance is not satisfactory during your service tenure.
5. This offer letter is being issued to you based on the information and particulars given by you in your application (including biodata), at the time of your interview and subsequent discussion. If it transpires that you have made a false statement (or have not disclosed material fact) resulting in your being offered this offer letter, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return the undersigned letter signifying your acceptance.

With Regards,  
For K Wasan Insurance Private Limited

Name: SAYALI RANSHEYARE  
(HR EXECUTIVE)

Date:



Director  
Vishwakarma Dadasahab Chavan Institute of  
Management & Research, Malwadi (Masur)

Signature:  
Name:

39

28<sup>th</sup> Apr 2023

MUM/IT/DSE

Mr. Nalawadee Sairraj Harrish

Mumbai

**Subject: Employment offer letter**

Dear Sairraj,

We are pleased to offer you employment in our organization as "**Sr. Desktop Support Engineer**" on the terms and conditions as mutually agreed upon during the course of discussion.

You will be issued the formal letter of Appointment on your joining. You are advised to join us on or before **10<sup>th</sup> May 2023**. In case you fail to join your duties by the date mentioned, the management reserves the right to cancel this offer letter.

COMPONENT	Monthly	Annually
Basic Salary	21,050	252,600
HRA	8,420	101,040
LTA	2,500	30,000
Conveyance Allowance	2,500	30,000
Medical Allowance	2,530	30,360
<b>Gross Salary</b>	<b>37,000</b>	<b>444,000</b>
PF (Employer)	1,950	23,400
CTC	38,950	467,400
Employee Deduction		
PF 12% of Basic	1,800	21,600
Professional Tax	200	2,400
<b>Total</b>	<b>2,000</b>	<b>24,000</b>
Statutory & Medical Insurance		
*Leave encasement	819	9,823
*Gratuity	1,013	12,156
*Medical Insurance	800	9,600
<b>Total Cost To Company</b>	<b>41,582</b>	<b>498,979</b>

Please note that deductions will be made as per the present Government norms wherever applicable.

All documents mentioned in offer letter need to be submitted on or before 15 days from the date of joining else salary will be withheld till the receipt of documents.

Statutory compliances payment will be paid as per statutory norms.

Note: This offer is made to you in the form of email and hence, does not require signature.

48, 2nd Phase, Peenya Industrial Area, Bangalore 560058



Director

Vishwakarma Dadasahab Chavan Institute of Management & Research, Malwadi (Masur)

### CHECKLIST OF DOCUMENTATION

1. Copy of Education Qualification records (Marks Sheets of SSC, Intermediate, Diploma, Degree, and Masters etc.)
2. Relieving Letter issued by the previous employer and copy of the resignation Letter (duly attested by your HR or reporting manager)
3. Last 3 months pay slips and bank statement supporting the salary credit.
4. Address proof copy (Voter's ID Card/Aadhaar/PAN Card/Driving License/Passport).
5. Two passport size photographs.
6. Medical Fitness Certificate issued by the recognized medical Practitioner.

### EMPLOYMENT TERMS & CONDITIONS

1. Your employment will be subject to verification of your credentials, antecedents and feedback reports that we receive from third party verifiers. If found unsatisfactory, your employment will be terminated without any further notice and you will not be eligible for any claims further made upon.
2. During your tenure of services, you may be advised to execute certain agreements for undergoing certain training programs, holding assets and training materials of the company, credit policy compliances etc.
3. Your employment will be bound by the company policies and general service conditions.

#### **NOTICE PERIOD:**

In case of your resignation, we reserve our right upon receiving notice from you, to waive such notice period and pay salary for the duration of notice period waived. However, you will have to serve 60 days' notice period. You will not be eligible for relieving letter if you quit services within three months from the date of joining.

For Communications Test Design India Pvt. Ltd.

Garima Baliyan  
Manager - Human Resources



  
**Director**  
Vishwakarma Dadasaheb Chavan Institute  
Management & Research, Malwadi (Masu)

Note: This offer is made to you in the form of email and hence, does not require signature.

# Bluemarlin Engineering Pvt. Ltd.

(CIN: U74999PN2018PTC175797)  
Reg. Off.- Indrayaninagar, Bhosari, Pune 411039

Date: 08/03/2023

## OFFER LETTER

Dear Vikrant Kadam,

We are pleased to offer you the position of Technical Sales Engineer in the sales department at BlueMaarlin Engineering Pvt Ltd, effective from Joining Date – 1st April 2023. We believe that your skills, experience, and enthusiasm will make a significant contribution to our sales team.

As discussed during the interview process, your starting salary will be Rs 23,000/- per Month, with the opportunity for performance-based increases and Incentive based on achieving sales targets. You will also be eligible for Company Benefits, including health insurance, PF account, subject to the terms and conditions of our policies.

Your main responsibilities will include:

- Identifying new sales opportunities and building relationships with prospective clients
- Maintaining and expanding relationships with existing clients
- Developing and implementing sales strategies to achieve sales targets
- Preparing and delivering sales presentations and proposals
- Keeping up-to-date with industry trends and competitors
- Reporting on sales activity and results to senior management

Your employment with us will be on an at-will basis, which means that either you or BlueMaarlin Engineering Pvt Ltd may terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law.

If you accept this offer, please sign and return a copy of this letter, indicating your acceptance of the terms and conditions of the offer.

We are excited to have you join our sales team and look forward to working with you to achieve our sales goals. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Priyanka Deshmukh

BlueMaarlin Engineering Pvt Ltd



A handwritten signature in blue ink, appearing to read 'Shrawan' or similar, is placed over a diagonal line.

Director

Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Maruti)

## TERMS OF EMPLOYMENT

1. Probation Period - You will be on probation for 3 to 6 Months. Your confirmation will be communicated to you in writing. BMEPL reserves the right to terminate your employment in case of your performance, behavior and / or conduct during the probation period is found unsatisfactory.
2. Leave - After your probation period, you will have two paid days off.
3. Health Insurance - BMEPL brings the benefit of health insurance cover to you under the company health insurance scheme. For the current financial year after Probation period.
4. Provident Fund – You will be a member of the Provident Fund as per the provisions of “The Employees Provident Fund & Miscellaneous Provision Act, 1952”. You are required to submit your universal account number (UAN), if any, issued by your previous employer on the declaration form (Form 9) so as to link your UAN with BMEPL PF account.
5. Working Hours – The working day shall comprise of nine working hours & half hour lunch break, normal working hours is between 10:00 am to 6:30 pm from Monday to Saturday.
6. Confidentiality, Data & Intellectual Property Protection – As a part of formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of BMEPL & its client.
7. Notice Period – This contract of employment is terminable by you by giving 45 days' notice in writing to BMEPL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the notice period of 45 days given by you under this clause. However, upon your serving the notice under this clause, BMEPL may relieve you any time during the period of notice at its sole discretion in the interest of business.
8. Medical Fitness Certificate – You are required to submit a medical certificate of fitness.
9. Background Check – Verification of your last employment is initiated only post you are released. Your offer will be subject to positive clearance of your background check.
10. Joining Document – For joining process, you need to submit following Documents.
  - a) Standard 10<sup>th</sup> & 12<sup>th</sup> mark sheet.
  - b) Degree Certificate
  - c) Driving License
  - d) Experience letter
  - e) Relieving letter
  - f) Pan Card
  - g) Medical Certificate if Fitness
  - h) Two Passport Size Photo
  - i) Aadhar card



  
Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)

11. Joining Expense – If any associate leaves the company before completing one year of service, any joining related expenses incurred by the company shall need to be repaid to the company.
12. Equipment Declaration – Please understand that the equipment issued to you by BMEPL would be company owned. In case of not joining or quitting the job, failure to return equipment will be considered theft and may lead to criminal prosecution by company. You would be required to submit the company properties in person; failing which; can cause the pay deduction or legal action against you.

I accept the offer & will report for duties on \_\_\_\_\_.

Signature - \_\_\_\_\_

Date - \_\_\_\_\_

Place - \_\_\_\_\_



Director

Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)

## COMPENSATION BREAKUP

Component Category	Monthly (Rs)	Annual (Rs)
Basic	15,000/-	1,80,000/-
HRA	4,200/-	50,400/-
Others	3,800/-	45,600/-
Provident Fund	1,800/-	21,600/-
Professional Tax	200/-	-
Internet & Extra	-	3,000/-
<b>Gross Salary (including Internet charges)</b>	<b>27800/-</b>	<b>3,00,600/-</b>
Net Salary (In hand)	23,000/-	



*[Signature]*

Director  
Vishwakarma Dadasaheb Chavan Institute of  
Management & Research, Malwadi (Masur)