

## Pre Interview Form

M. JOHN SAMPIN

10/10/1981

26/28 Rajshakar Reddy Bldg.  
Harlo, Village, HSR Post Bang'e - 560102

9620633770

ДНМУ. ЗОНА ВУЛКАН. ССМ

7

Year

4

Year

Recathion

IGS

Personal

INR

35 p. 12.

12/11/21

INR

Speed:

Accuracy

Referred By

**Candidates Signature**

2257  
2834/  
27

## JOHN SASPIN M

28 /26 Rajshaker Reddy Building, Harlu Village HSR post Bangalore 560102  
Mobile: 9620633770 Email: jsaspin@gmail.com DOB: 10th October 1981

### SENIOR CUSTOMER SERVICE REPRESENTATIVE

Seeking challenging assignment in Industries related to Mortgage / Technical Support / Contact Center.

#### PROFILE & PROFICIENCIES:

- ☒ Possess around 2 years of experience as a Sales Manager.
- ☒ Possess around 1 years of experience as a Football coach in FitKids
- ☒ Possess around 4.4 years of experience as a Senior Analyst in USA Mortgage Process.
- ☒ Adaptable, able to think on my feet, possess a results driven approach. Extremely detail-oriented, able to prioritize, manage multiple projects simultaneously and function effectively under pressure.
- ☒ Creative mind for new ideas and problem solving, able to think strategically and execute according to Clients requirements.

#### KEY SKILLS:

Hardware + Networking Products & Services ☑ Customer Service Orientation

#### PROFESSIONAL EXPERIENCE:

##### "Decathlon Sports India"

Sales Manager

Dec 2015 – Jan 2017

- ☒ Interacting with customers who walk in to the showroom and educating them regarding the products sold by Decathlon Sports India.
- ☒ Managing the team of 4 full-timers & 4 part-timers.
- ☒ Reaching daily / weekly / Monthly targets.
- ☒ Generation of reports related to sales on Weekly / Monthly basis.
- ☒ Keeping the layout ready with signage, following the CAD plan & arranging according to the CAD plan.
- ☒ Assisting my peers with escalations and problem solving.

##### "FitKids"

Sep 2014 – Nov 2015

Physical Education Specialist

- ☒ Worked for "GreenWood High School" & "Oakridge" international School
- ☒ Worked for "leapstare".
- ☒ Training the kids as per the curriculum given by the management.
- ☒ Taught Football, basketball, volleyball, Frisbee & small games to the 1st, 2nd, 3rd & 4th Grade students.

**“Decathlon Sports India”**

**Nov 2013 - Aug 2014**

**Total Experience: 9 Months**

**Sales Manager**

- ☒ Interacting with customers who walk in to the showroom and educating them regarding the products sold by Decathlon Sports India.
- ☒ Generation of reports related to sales on Weekly / Monthly basis.
- ☒ Keeping the layout ready with signage, following the CAD plan & arranging according to the CAD plan.
- ☒ Assisting my peers with escalations and problem solving.

**“ISGN Software Solutions and Mortgage Services”**

**May 2013 to Nov 2013**

**Total Experience: 6 Months**

**Senior Process Associate**

- ☒ Communicating with the Tax Collectors and Tax Assessors in US and retrieving data related to mortgage and Real Estate Properties.
- ☒ Making Outbound calls to the government officials in US and procuring information for processing of Mortgage Re-finance.

**“INDECOMM GLOBAL SERVICES”**

**13th Feb 2007 – 17<sup>th</sup> June 2010**

**Total Experience = 3 years, 4 Months**

**Tax Specialist**

- ☒ Handling a team of 3 members each in 2 different processes and assisting the team members in achieving their daily targets and completion of cross TAT orders.
- ☒ Preparation of Daily reports and maintaining TAT.
- ☒ Communicating with the clients thru emails and calls with regards to their queries and requirements.
- ☒ Making Outbound calls to government officials like the attorneys in US and procuring information for tax liens / law suits.
- ☒ Regularly Updating the Knowledge Base and communicating with the team leaders and team coordinators to ensure zero level errors.

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### **ACADEMIC & PROFESSIONAL QUALIFICATION**

Bachelor of Arts from Bangalore University  
Diploma in Hardware and Networking from Jetking.

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### **AWARDS AND RECOGNITIONS**

- ☒ Played for "A" division club that's "National" and played several local tournaments.
- ☒ Have received best sports teacher award.
- ☒ Have received Rewards and Recognition for being the best Sales Manager for 2 quarters.
- ☒ Best in Handling Customers.
- ☒ Have received best agent award in Indecomm Global Services consecutively for 2 Months.

### **HOBBIES & INTERESTS**

**Travelling / Listening to Music/ Photography / Football and Outdoor Sports/ Internet Browsing.**

**REFERENCES:** Will be furnished upon request

Date:  
JOHN SASPIN



# INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

## Interview Evaluation Form

Name of Candidate: John. Sripin. M Designation : Senior Associate  
 Department: Operation Position Title: voice  
 Interviewer(s): Dr. / M. K. K. K. Date of Interview: 6/2/17 Location: Bangalore.

**Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE**

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
<b>Experience</b> (as it relates to the position)					
<b>Education/Training</b> (relevant to position)					
<b>Communication Skills</b> (written and verbal)					
<b>Interest in and knowledge of the position and NKU</b>					
<b>Presentation</b> (promptness, neatness of resume/application, appearance)					
<b>Problem Solving Skills</b>					
<b>Computer Skills</b> (consistent with those required to perform the duties of the position)					
<b>Job Stability</b>					
<b>Other Job Related Criteria</b> (specify)					

क्रम संख्या / 99 00140890  
S. No. SSE/

( 3148 )

# केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education

Regn. No. A99/3148/856746/30



सेकण्डरी स्कूल परीक्षा, १९९९

ALL INDIA SECONDARY SCHOOL EXAMINATION 1999  
( COMPARTMENTAL EXAMINATION AUGUST 1999 )

यह प्रमाणित किया जाता है कि

This is to certify that **M JOHN SASPIN**

अनुक्रमांक

Roll No. 1126168

आत्मज / आत्मजा श्रीमती

Son/ ~~XXXXX~~ of Smt. **M REGINA MARY**

एवं श्री

& Shri **A MARY JOHN**

जिनकी जन्म तिथि

Born on **TENTH OCTOBER NINETEEN HUNDRED EIGHTY ONE**

है, ने बोर्ड द्वारा मार्च १९९९ में आयोजित सेकण्डरी स्कूल परीक्षा

passed the Secondary School Examination of the Board held in March, 1999

विद्यालय से

from **KENDRIYA VIDYALAYA S T C AREA JABALPUR M P**

निम्न विषयों में उत्तीर्ण की :-

in the following subjects :

\* **ENGLISH COURSE-A**

**HINDI COURSE-A**

**MATHEMATICS**

**SCIENCE WITH PRAC.**

**SOCIAL SCIENCE**

**WORK EXPERIENCE**

**PHY & HEALTH EDUCA**

**ART EDUCATION**

दिल्ली

Delhi

दिनांक

31-08-1999

Dated

(Pavnes Kumar)

परीक्षा नियंत्रक

Controller of Examinations

★ का चिन्ह जिस विषय के आगे लगा है, वह विषय परीक्षार्थी ने पूरक परीक्षा में उत्तीर्ण किया है ।

★ against a subject indicates that the candidate passed in the subject at the Compartmental Examination

क्रमांक

S.No. 99

144947

CENTRAL BOARD OF SECONDARY EDUCATION

अंक विवरणिका MARKS STATEMENT

सेकण्डरी स्कूल परीक्षा, १९९९

ALL INDIA SECONDARY SCHOOL EXAMINATION, 1999

नाम Name

M JOHN SASPIN

माता का नाम Mother's Name

M REGINA MARY

पिता का नाम Father's Name

A MARY JOHN

जन्म तिथि Date of Birth

विद्यालय School

10TH OCTOBER NINETEEN HUNDRED EIGHTY ONE

KENDRIYA VIDYALAYA S T C AREA JABALPUR M P

अनुक्रमांक Roll No. 1126168

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय श्रेणी POSITIONAL GRADE
		लि. TH	इ. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
001	ENGLISH COURSE-A	047	XXX	047	FORTY SEVEN	D1

आवृत्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

EX : छूट - प्राप्त Exempted

दिल्ली Delhi

दिनांक Dated 31-08-99

APPEARED FOR FIRST CHANCE COMPARTMENT

परिणाम Result PASS

परीक्षा नियंत्रक

Controller of Examination

क्रमांक  
S.No. 99 061109 CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका MARKS STATEMENT  
सेकण्डरी स्कूल परीक्षा, १९९९

नाम Name ALL INDIA SECONDARY SCHOOL EXAMINATION, 1999  
माता का नाम Mother's Name M JOHN SABPIN  
पिता का नाम Father's Name M REGINA MARY  
अनुसूचक Roll No. 1126168

जन्म तिथि Date of Birth 10TH OCTOBER NINETEEN HUNDRED EIGHTY ONE  
विद्यालय School 3148 KENDRIYA VIDYALAYA S.T.C AREA JABALPUR M.P.

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED			स्थितीय ग्रेड POSITIONAL GRADE
		नि. TH	प्र. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS
001	ENGLISH COURSE-A	019	XXX	019	NINETEEN
002	HINDI COURSE-A	033	XXX	033	THIRTY THREE
041	MATHEMATICS	038	XXX	038	THIRTY EIGHT
086	SCIENCE WITH PRAC.	032	020	052	FIFTY TWO
087	SOCIAL SCIENCE	040	XXX	040	FORTY
500	WORK EXPERIENCE				
502	PHY & HEALTH EDUCA				
506	ART EDUCATION				

आवृत्तियों का अर्थ : Abbreviations  
AB : विषय में अनुपस्थित Absent in the Subject  
EX : छूट - प्राप्त Exempted  
परिणाम Result COMPARTMENT

दिल्ली Delhi  
दिनांक Dated 07-04-99  
परीक्षा नियंत्रक  
Controller of Examinations



(025176)

क्रम संख्या/  
S.No.SSCE/ 2001 220248

# केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



ALL INDIA सीनियर स्कूल सर्टिफिकेट परीक्षा, २००१  
SENIOR SCHOOL CERTIFICATE EXAMINATION, 2001

यह प्रमाणित किया जाता है कि

This is to certify that

M JOHN SASPIN  
आत्मज/आत्मजा श्रीमती

अनुक्रमांक

Roll No. 5636015 Son/Daughter of Smt. M REGINA MARY

एवं श्री

& Shri

A MARY JOHN

ने बोर्ड द्वारा मार्च २००१ में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा

passed the Senior School Certificate Examination of the Board held in March, 2001

विद्यालय से

from

KENDRIYA VIDYALAYA IMA DEHRADUN U P

निम्न विषयों में उत्तीर्ण की :-

in the following subjects :

1 ENGLISH CORE

2 HINDI ELECTIVE

3 HISTORY

4 GEOGRAPHY

5 ECONOMICS

6 WORK EXPERIENCE

7 PHY & HEALTH EDUCA 8 GENERAL STUDIES

दिल्ली

Delhi

दिनांक

Dated

25-05-2001

(Pavnes Kumar)

परीक्षा नियंत्रक

Controller of Examinations

\* का चिन्ह जिस विषय के आगे अंकित है, वह विषय परीक्षार्थी ने पूरक परीक्षा में उत्तीर्ण किया है।

\* against a subject indicates that the candidate passed in the subject at the Compartmental Examination.

45688

कमंक  
S.No. 2001

297007

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
अंक विवरणिका MARKS STATEMENT  
सीनियर स्कूल सर्टिफिकेट परीक्षा, २००९  
SENIOR SCHOOL CERTIFICATE EXAMINATION, 2001

नाम Name M JOHN BASPIN  
माता का नाम Mother's Name M REGINA MARY  
पिता का नाम Father's Name A MARY JOHN  
विद्यालय School 8704 KENDRIYA VIDYALAYA IMA DEHRADUN U P  
अनुक्रमांक Roll No. 5636015

विषय कोड SUB CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय रैंक POSITION GRADE
		लि. TH	प्र. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	040	XXX	040	FORTY	D2
002	HINDI ELECTIVE	036	XXX	036	THIRTY SIX	D1
027	HISTORY	049	XXX	049	FORTY NINE	B2
029	GEOGRAPHY	031	027	058	FIFTY EIGHT	C2
030	ECONOMICS	033	XXX	033	THIRTY THREE	D2
500	WORK EXPERIENCE					A2
502	PHY & HEALTH EDUCATION					B1
503	GENERAL STUDIES					B2

अवधारणों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

EX : छूट - प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi

दिनांक Dated 25-05-2001

परिणाम Result PASS

परीक्षा नियंत्रक  
Controller of Examination



# हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

## Hemwati Nandan Bahuguna Garhwal University

### Srinagar (Garhwal) Uttaranchal – 246 174

S.N. 0055702

## STATEMENT OF MARKS FOR THE EXAMINATION

BACHELOR OF ART (FIRST YEAR) – (REGULAR) 2002

Name of the Student JOHN JASPIN

Enrolment No. 601846518

Name of the College/Campus D.A.V. ( P.G. ) College, Dehradun

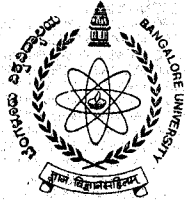
Roll No. 50846518

S U B J E C T	Max. Marks	Min. Marks	Papers			Theory Total	Practical	Total
			I	II	III			
English Literature	150	50	40/75	23/75		63/150		63/150
Economics	150	50	33/75	31/75		64/150		64/150
Geography	100	33	12/50	19/50		31/100	34/50	65/150
Result PASS Pg 2	Current Year Total					158/400	34/ 50	192/450
						Last Year Total		
						Grand Total		192/450

Dated 03 July 2002

Checked by 1-  
(Seal)Checked by 2-  
(Seal)

Asset Registrar (Exam)  
E.M.B. Garhwal (Seal)



# BANGALORE

UNIVERSITY

## STATEMENT OF MARKS

Office of the Registrar (Evaluation)

Bangalore, Date: 10 JUL 2004

THIRD YEAR B.A. DEGREE EXAMINATION APRIL / OCTOBER 2004

(1997-98 Scheme)

Name John Sarpin

Reg. No. 021AF029

Sl. No	Subjects	Maximum Marks	Minimum Marks	Marks obtained		Remarks
				In figures	In words	
1	<b>PART II : Optionals</b> <b>Optional I</b> <i>History</i>	100 } 100 }	70	77	Seventy seven	pass
	<b>Paper III</b>					
	<b>Paper IV</b>					
2	<b>Optional II</b> <i>Economics</i>	100 } 100 }	70	80	Eighty Only	
	<b>Paper III</b>					
	<b>Paper IV</b>					
3	<b>Optional III</b> <i>Sociology</i>	100 } 100 }	70	102	One Hundred and Two	
	<b>Paper III</b>					
	<b>Paper IV</b>					
<b>GRAND TOTAL</b>		600	210	259		

Grand Total (in words) Two hundred and Fifty nine only.

The results of the III Year examination shall be declared and classified as follows:

- a. **First Class** : Those who obtain 60 percent and above in the subjects under part II.
- b. **Second Class** : Those who obtain 50 percent and above, but less than 60 percent in the subjects under part II.
- c. **Pass Class** : Rest of the successful candidates who secure 35 percent and above but less than 50 percent of marks in the subjects under part II. Minimum for pass is 35 percent in each subject

**NOTE :** This marks card by itself does not entitle the candidate to the degree. The marks card only indicates the result of this particular examination.

Entered by K. Sundaresh, M.A. Signature \_\_\_\_\_  
Verified by B. MAHADEVASWAMY of \_\_\_\_\_  
\_\_\_\_\_ M.A. MPhil. Laborators

K. T. Sulu  
Indarati

**Registrar (Evaluation)**



Date – December 04, 2013

Employee Name: John Saspin M  
Employee Code: 11760  
Department: Title Services  
Location: Bangalore

Dear John,

We would like to inform you that your resignation has been accepted and you are relieved from the services of the company after close of business hours on **15-Nov-2013**.

Your employment information as per our records is:

Current Designation: Analyst  
Date of Joining: 27-May-2013  
Date of Relieving: 15-Nov-2013

We wish you the very best in all your future endeavors.

For ISG NovaSoft Technologies Limited.

A handwritten signature in black ink, appearing to read 'Clive VanBuerle', written over a horizontal line.

Clive VanBuerle  
Vice President - Human Resources



**IGS Imaging Services (India) Pvt. Ltd.**

*Partnerships@work*

24<sup>th</sup> June 2010

**TO WHOM SO EVER IT MAY CONCERN**

With reference to the letter given by Mr. John Saspin M dated 17.05.2010 resigning for the post of “ **Senior Customer Support Executive** ”, we would like to inform you that his resignation has been accepted and he has been relieved from the responsibilities with effect from 17<sup>th</sup> June 2010 after the closing hours.

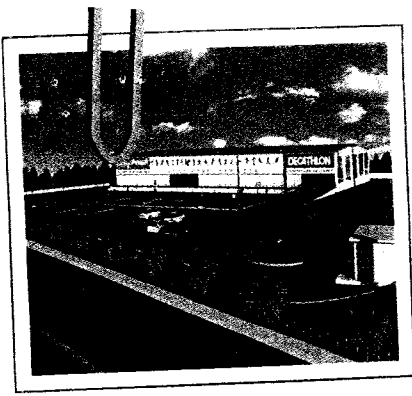
He was working with us from 13.02.2007 to 17.06.2010.

During the tenure his character & conduct was good.

for **IGS Imaging Services (India) Pvt. Ltd.,**

  
**Mamatha**

**Senior Manager - Human Resources**



To Whomsoever It May Concern

Date: 19<sup>th</sup> Jan 2017

This is to certify that **Mr. John Saspin** was employed with Decathlon Sports India Pvt. Ltd as a Full Timer in Btwin (Cycling) department. He worked with us from **16<sup>th</sup> Nov 2013 to 10<sup>th</sup> Sep 2014** and **1<sup>st</sup> Dec 2015 to 9<sup>th</sup> Oct 2016** in the capacity of **Sales Manager**, from **10<sup>th</sup> Oct 2016 to 3<sup>rd</sup> Jan 2017** in the capacity of **Department Manager**.

During the period of his assignment we found him hardworking, customer-oriented, dedicated and sincere.

We wish him all the best in all his future endeavors.

Yours Sincerely,

For Decathlon Sports India Pvt. Ltd.

Pranjal Singh  
Store Operations Manager

Valid through-out India:  
M/CYCLE-WG

Validity:	From	To
<del>Non-</del> Trans.	05/01/2009	04/01/2029

Tested by: K Nagaraju Sr Inv

DL No. KA-04/F/18598/2009

OLA: RTO NORTH

DOI: 05/01/2009

- Temp. Address:

INDIA

KARNATAKA STATE  
DRIVING LICENCE Form-7

KA-04

DL No. KA-04/F/18598/2009

JOHN SASPIN

A MARY JOHN

NO 39/4 4TH MAIN ROAD

MATADAHALLI R T NAGAR PE

BANGALORE - 560032



आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA

M JOHN SASPIN

AROGAYASWAME MARY JOHN

10/10/1981

Permanent Account Number

BWHPS4916F

Signature



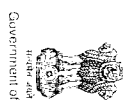
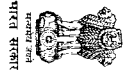
12042011

इस कार्ड के खोने, पाले पर कृपया सूचित करें : लौटाएं :  
आयकर पैन सेवा इकाई, एन एस डी एल  
तीसरी मंजील, सफायर चेंबर्स,  
बानेर टेलिफोन एक्सचेंज के नजदीक,  
बानेर, पुना - 411 045.

If this card is lost / someone's lost card is found,  
please inform / return to :

Income Tax PAN Services Unit, NSDL  
3rd Floor, Sapphire Chambers,  
Near Baner Telephone Exchange,  
Baner, Pune - 411 045.

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081  
e-mail: tininfo@nsdl.co.in



# ಭಾರತ ಸರ್ಕಾರ

## Unique Identification Authority of India Government of India

ನೋಂದಾವಣೆ ಕ್ರಮ ಸಂಖ್ಯೆ / Enrollment No.: 1189/03075/07797

To

ಎಸ್. ಜಾನ್ ಸಸಪಿನ್

M John Saspin

S/O: A Mary John

31/1 4th Main 4th Cross

Meena Masjid Street Maladahanalli

Bangalore North

R T Nagar

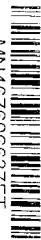
Bangalore North Bangalore

Karnataka 560032

9620633770

46760663

MN46760663FT



ನಿಮ್ಮ ಸಂಖ್ಯೆ / Your No. :

**2495 8523 6620**

- ಶ್ರೀನಿವಾಸನನ್ನನ ಅಧಿಕಾರ



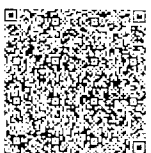
ಭಾರತ ಸರ್ಕಾರ  
Government of India

ಎಸ್. ಜಾನ್ ಸಸಪಿನ್

M John Saspin

ಜನ್ಮ ದಿನಾಂಕ / DOB : 10/10/1981

ಪುರುಷ / Male



**2495 8523 6620**

- ಶ್ರೀನಿವಾಸನನ್ನನ ಅಧಿಕಾರ

ಗುರುತಿನ ಪುರಾವೆಯೇ ಹೊರತು ಪರಿಶ್ಚದ್ದಲ್ಲ.

ನಿಮ್ಮ ಗುರುತನ್ನು ಸಾಬೀತುಪಡಿಸಲು, ಆನ್ ಲೈನ್ ಮೂಲಕ  
ವ್ಯಾಖರಿಸಿ.

This is proof of identity, not of citizenship.

To establish identity, authenticate online.

ದೇಶದಾದ್ಯಂತ ಮಾನ್ಯತೆಯನ್ನು ಪಡೆದಿದೆ.

ಭವಿಷ್ಯದಲ್ಲಿ, ಸರ್ಕಾರಿ ಹಾಗೂ ಸರ್ಕಾರೇತರ ಸೇವೆಗಳನ್ನು  
ಪಡೆಯಲು ನಿಮಗೆ ಸಹಾಯಕವಾಗಲಿದೆ.

is valid throughout the country.

will be helpful in availing Government  
and Non-Government services in future.

Unique Identification Authority of India

ವಿಳಾಸ:

S/O: ಎ. ಮೇರಿ ಜಾನ್, 31/1, 4ನೇ ಮೇಜ್

4ನೇ ಕ್ರಾಸ್, ಮೀನಾ ಮಸಜಿದ್ ರೋಡ್

ಮಲದಾಹನಲ್ಲಿ ಬಂಗಲೆಯ ಉತ್ತರ

ಆರ್.ಟಿ.ನಗರ ಬೆಂಗಳೂರು ಕರ್ನಾಟಕ

560032

Address:

S/O: A Mary John, 31/1, 4th Main

4th Cross, Meena Masjid Street,

Maladahanalli, Bangalore North, R T

Nagar, Bangalore, Karnataka,

560032

**2495 8523 6620**





### Decathlon Sports India Pvt Ltd

Survey No 78/10 A2 0-Chikkajala Village Bellary Road, Bangalore Karnataka India 562157

(Payslip for month of DECEMBER 2016)

Name	John Saspin	Employee ID	DSI002700
Father / Husband Name	A. Mary John	Designation	Sales Management

Bank	HDFC Bank	Bank Account No.	50100057818503
Department	IN1041	Joining Date	01-Dec-2015
PF No.	PY/BOM/34744/3130	ESI Number	
Working Days	31	Days Payable	31
PF UAN No.	100710536739	Contract Type	Permanent Contract

### Pay Summary

Earnings		Deductions	
Description	Amount	Description	Amount
Basic	17500	Income Tax	1055
HRA	8750	PT	200
Conveyance	1600	PF	2100
Medical	1250	LWF	6
Special allowance	5900		
Monthly Bonus	5523		
Gross Earnings	40523	Gross Deductions	3361

**Net pay : 37162 (Thirty Seven Thousand One Hundred and Sixty Two)**

This is a System Generated Payslip and does not require any signature

March 6, 2017

**Subject : Appointment Letter**

We are pleased to appoint you as **Senior Associate** in **Grade H** with us here at DRN Definite Solutions Pvt. Ltd. where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your employment will commence on **March 8, 2017.**

1. **Location:** You will be based at **Bangalore** at Koramangala Branch but may be required to work at such other locations within Bangalore or outside as reasonably determined by the needs of the business.
2. **Position :** Your job role will be **Senior Associate - Tax Search** and you will be reporting to the respective Team Leader /Shift Manager.
  - i) Any change in reporting structure will be duly notified from time to time.
  - ii) The roles and responsibilities of this position will be described separately in an attached Position Description.
3. **Terms :** Probationary Period a Three **(3)** month will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon 15 days notice in writing, or by payment in lieu of notice.
4. **Remuneration :** Your Total Cost to Company will be: **INR. 342372/-** Per annum  
The detailed breakdown of your Remuneration Package is provided separately annexed with this letter (see Annexure 1).

5. **Alteration to Terms of Employment** : Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.
6. **Payments** : Your salary will be paid monthly before the 5<sup>th</sup> of every Calendar Month directly to your Salary Account, the account details shall be notified to the Employer upon activation.
7. **Public Provident Fund (PPF)** : Voluntary PPF payments will be made on your behalf in accordance with the PPF Fund Regulations. As per company Policy, PF is mandatory and will be part of the Cost to the Company.
8. **Increments and Promotions**: Your growth and increase in salary will depend solely on your performance and contribution to the company. Salary increases are normally given on a periodic basis, based on the company's policies.
9. **Deductions** :
  - Insurance, ESI, PF and Professional taxes if any will be deducted at source.
  - Income tax will not be deducted as part of monthly salary. However will be annualized based on the savings proof that you provide.
10. **Leave / Holidays** :
  - i) **Annual Leave** : You are entitled to 12 days' (2 weeks') annual paid leave per year of service Leave is accrued in accordance with the employment Act and should be taken within one year of falling due, on occasions negotiated with your manager.
  - ii) **Casual/Sick Leave** : You are entitled to 12 days paid personal/carer's leave in accordance with the Employment Act.
  - iii) **Maternity Leave (Women Employee)** : You may be entitled to 90 days in line with the provisions of the Employment Act.
  - iv) **Leave encashment** or carry forward will be notified duly by the HR department towards the end of the fiscal year.
  - v) The Company shall notify a list of declared holidays in the beginning of each year

**11. Termination of Services :** On satisfactory completion of the probationary period your appointment will be confirmed in writing. After confirmation, your services may be terminated by either party, giving notice in writing for **one (1) month**. The company reserves the right to terminate your association on grounds of misconduct or unsatisfactory job performance. When payment in lieu of notice is offered by either side, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances etc. Payment in lieu of notice shall be subject to acceptance of the same by the company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services expect upon issue of a letter to that effect.

- i) In absence of formal resignation company will not provide any certification of services.
- ii) Absence for a continuous period of 5 days without prior approval of our superior would be treated as abandonment of service.

On the termination of your employment for whatever reason, you will return to the Company all property

**12. Notice Period :** Staffs who wish to terminate their employment with the Company are expected to give the following notice :

- Associates on Probation – 30 days
  - Confirmed Associates – 2 months
  - Senior/Management Staff – 2 months
- a. You shall also be bound to provide the company with two (2) months notice prior to Resignation during which period you may have to actually work the said period OR Will be adjustable either against leave or forfeiture of salary, however be open to the company resolution.
  - b. If the exigency of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

**13. Standard of Attire :** All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.

**14. Working Hours :** DRN Definite Solutions generally works round the clock, It is expected that you will work an average of **54** hours per week during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties. Overtime payments or time in lieu will be calculated in accordance with the company's agreement terms which shall be duly notified during the course of employment.

**15. Verification of Particular Documents :** You are required to produce the following at the time of Joining duty :

- Photo copies of all relevant certificates / Degree Mark Sheets etc.
- Proof of Birth,
- Experience / Relieving Certificate from Previous employer.
- Acceptance of Resignation – Last Organization
- Last two months pay slips of previous employer
- Voter ID / Pan / Aadhar Card Copy.
- Photocopy of Passport ( if available)
- Form 16 – Previous company ( if applicable)
- PF. / UAN No. – Previous company ( if applicable)

**16. Privacy :** You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

**17. Company Policy :** Is in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

**18. Retirement :** You shall retire from the services of the company on attaining the age of 60 years on the basis of the age submitted by you, subject to your being medically and mentally fit.

**19. Intellectual Property Right:** If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**20. Restrain:**

- a. **Access to Information:** Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- b. **Restriction on Personal Use:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

**21. Confidentiality of Information :**

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the



- c. general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- d. At no time, will you remove any Confidential Information from the office without permission.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- f. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**22. Law / Jurisdiction :** Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Bangalore**, State of Karnataka, India.

**23. Welcome and Acceptance :** Please confirm your acceptance of this by signing and returning the duplicate copy.

We would like to welcome you to DRN Definite Solutions Family and wish you a long and rewarding career with us.

Sincerely,

**DRN Definite Solutions Pvt Ltd.,**

  
**Dinesh Kumar**  
**CEO / President**

I M. JOHN. SASINI accept the terms and conditions of this contract.

Name : M. JOHN. SASINI

Signature : 

Dated: 8/5/17

## Annexure 1.1

<b>Name</b>	John Saspin M	
<b>Designation</b>	Senior Associate	
<b>Salary Head</b>	<b>Per Month (Rs)</b>	<b>Per Annum (Rs)</b>
Basic + DA	12,839.00	154,068.00
HRA	5,136.00	61,632.00
Conveyance	1,284.00	15,408.00
Children Education Allowance	0	0
Medical Allowance	1,250.00	15,000.00
Skill Allowance	6,482.00	77,784.00
Special Allowance	0	0
<b>Fixed Gross</b>	<b>26,990.00</b>	<b>323,880.00</b>
Employer PF	1,541.00	18,492.00
Employer ESIC	0	0
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
<b>Total</b>	<b>1,541.00</b>	<b>18,492.00</b>
<b>COST TO COMPANY (CTC)</b>	<b>28,531.00</b>	<b>342,372.00</b>
Employee PF	1,541.00	18,492.00
Employee ESIC	0	0
Insurance	200	2,400.00
Income Tax	0	0
Professional Tax	200	2,400.00
<b>Total Deduction</b>	<b>1,941.00</b>	<b>23,292.00</b>
<b>NET TAKE HOME</b>	<b>25,249.00</b>	

**Note :** Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules.