



DRN/HR/IEF-FMT/002

DRN DEFINITE SOLUTIONS PRIVATE LIMITED

Pre Interview Form

Name:

DEEPIKA.K.R.

DOB:

13/07/1992 dd/mm/yyyy

Address:

#218, 13th cross, Annapurna, Indugudi
Post, Bangalore - 560030

Contact No:

9686641552

Email ID:

deepika.k81392@gmail.com

Total Experience:

3

Year

11

Months

Relevant Experience:

-

Year

10

Months

Previous Company 1:

Indecomm Global Services

Previous Company 2:

Flipclass

Reason for leaving previous Company:

~~I got married.~~

Current Package:

INR

15K

Expected Package:

INR

18K

Typing Skills:

Speed:

Accuracy

Refer 2 name & contact nos.- Colleagues

Referred By

Allen

Candidates Signature

Deepika.K.R.

Pending

H. H. H. H.

Toc
Non-100%

SELECTED

Good Communication
Working Knowledge on
taxes.
(Basic)

10000

13th cross home
20% hike

RESUME

Deepika.kr
deepika.kr1392@gmail.com
9686641552/7975860949

OBJECTIVE

To work for an organization where I can find adequate exposure and challenges, while gaining knowledge and skills that contribute to my professional growth.

EDUCATION

Qualification	School/College Name	Year of Passing	Aggregate %
PUC	Tracey Memorial Composite PU College-Bangalore	2010	58.66%
SSLC	St.Euphrasia's Girls High School – Bangalore	2008	54.56%

B.Com -

Discontinued

EXPERIENCE:

Zeal Integrated Marketing Solutions: Executive
Company Profile:

Event Management

Job Profile:

Inviting customers for the SAP events.

Confirming Event Schedules.

Follow up.

PERSONAL STRENGTHS

Quick updating, Creative continuous desire for learning, Independent ability to lead and blend in a team, Good communication, Good listener, Punctual, Honest and Sincere.

PERSONAL DETAILS

Name : Deepika K R
Date of Birth : 13 July 1992
Father's Name : Rathnappa KM
Nationality : Indian

Communication:

Languages Known Read: Kannada, Hindi & English
Languages Known Write: Kannada & English.
Languages Known Speak: Kannada, English, Tamil & Telugu

EXTRA CURRICULAR ACTIVITIES& HOBBIES

- Meeting new people.
- Surfing on net.
- Reading newspaper.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE: BANGALORE

(DEEPIKA KR)

Deepika K R
IGS-04901

Associate

IGS upto Manager

Particulars	Apr-2016	May-2016	Jun-2016	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Total
Monthly Standard Pay	10,167	15,250	15,250	15,250	15,250	15,250	15,250	15,250	15,250	15,250	13,282		1,45,419
Less: Employee Contribution to PF	663	995	995	995	995	995	995	995	995	995	867		9,450
Less: Employee ESI Contribution	419	629	629	629	629	629	629	629	629	629	548		5,999
Less: Gratuity	266	399	399	399	399	399	399	399	399	399	347		3,805
Monthly Salary	8,819	13,227	13,227	13,227	13,227	13,227	13,227	13,227	13,227	13,227	11,520		1,26,155
Attendance Allowance			500	500				500			500		2,000
Basic Salary	5,529	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	8,294	7,224		79,103
Food Allowance													
HRA	2,163	3,244	3,244	3,244	3,244	3,244	3,244	3,244	3,244	3,244	2,852		31,177
HRA Arrears			50										50
Shift Allowance	975	1,575	1,650	1,350	1,575	1,350	1,575	1,575	1,575	1,575	1,425		11,625
Statutory Bonus Advance	1,106	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,445		15,822
Total Earnings	9,773	14,772	15,427	15,077	14,802	14,577	14,802	15,302	14,802	13,446	✓		1,42,788
Employee Labor Welfare Fund													6
Employee Provident Fund	663	995	995	995	995	995	995	995	995	995	867		9,450
ESI	152	230	270	264	260	256	260	268	260	260	236		2,414
Income Tax													
Professional Tax										200			
Soft Loan													12
Total Deductions	815	1,225	1,265	1,259	1,255	1,251	1,255	1,463	1,261	1,103			1,301
Net Take Home	8,958	13,547	14,162	13,818	13,547	13,326	13,547	13,839	13,541	12,343	✓		1,301
Total Payments	8,958	13,547	14,162	13,818	13,547	13,326	13,547	13,839	13,541	12,343			1,301



INTERVIEW EVALUATION FORM

DRN/HR/IEF-FMT/002

Interview Evaluation Form

Name of Candidate: Deepika. K K Designation: Associate
Department: Operation Position Title: Associate Tax - Nonbill
Interviewer(s): Devi Selvin / Mani Date of Interview: _____ 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
Experience (as it relates to the position)					
Education/Training (relevant to position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/application, appearance)					
Problem Solving Skills					
Computer Skills (consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria (specify)					



GOVERNMENT OF KARNATAKA

194271

0358732755

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ
Karnataka Secondary Education Examination Board
0358732755
ಪ್ರಮಾಣ ಪತ್ರ
Certificate

ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಯು ಎಸ್.ಎಸ್.ಎಲ್.ಸಿ. ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ ತೇರ್ಗಡೆಯಾಗಿದ್ದಾನೆ/ದಾಳೆ ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ.

This is to certify that the candidate mentioned below has PASSED S.S.L.C. Examination with the following details.

ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No. :	20080790709	ತಿಂಗಳು/ವರ್ಷ Month/Year :	MARCH-2008	ಶಿಕ್ಷಣ ಮಾಧ್ಯಮ Medium of Instruction ENGLISH
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ಹೆಸರು Name DEEPIKA K R

ತಾಯಿಯ ಹೆಸರು Mother's Name **SARASWATHI R**

ತಂದೆಯ ಹೆಸರು Father's Name **RATNAPPA K M**

ಪೂರ್ವ ವಿಭಾಗ

Date of Birth 13-07-1992 THIRTEENTH JULY NINETEEN NINETY-TWO

ವಿಷಯಗಳು SUBJECTS	ಅಂಕಗಳು MARKS		ಪಡೆದ ಅಂಕಗಳು MARKS OBTAINED	ಪಡೆದ ದರ್ಜೆ(ಶ್ರೇಣಿ) CLASS OBTAINED
	ಗರಿಷ್ಠ MAX.	ಕನಿಷ್ಠ MIN.		
ಕನ್ನಡ ಭಾಷೆ/ FIRST LANGUAGE :				
KANNADA	125	44	086	
ದ್ವಿತೀಯ ಭಾಷೆ/ SECOND LANGUAGE :				
ENGLISH	100	35	064	
ತೃತೀಯ ಭಾಷೆ/ THIRD LANGUAGE :				
HINDI	100	35	049	<ul style="list-style-type: none"> • ಒಟ್ಟಾರ್ಹವಾಗಿ ಶೇ.85 ಮತ್ತು ಅದಕ್ಕಿಂತ ಮೇಲ್ಪಟ್ಟು • ಸ್ವರ್ಣದ ಪದವಿ ಶೇ.60 ಮತ್ತು ಅದಕ್ಕಿಂತ ಮೇಲ್ಪಟ್ಟು, ಮತ್ತು ಶೇ.55 ರ ಒಳಗೆ • ದ್ವಿತೀಯ ಪದವಿ ಶೇ.50 ಮತ್ತು ಮೇಲ್ಪಟ್ಟು ಮತ್ತು ಶೇ.40 ರ ಒಳಗೆ. • ಮೂರು ಪದವಿ ಶ್ರೇಣಿ ರ ಅಧಿಕಾರಿಗಳು ಮತ್ತು ಪರೀಕ್ಷೆಯಲ್ಲಿ ಓದಲಾಗುವುದು. ಶೇ.40 ರ ಕೆಳಗೆ ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.
ಗಣಿತ/ MATHEMATICS	100	35	030	<p>ಕೃತ ವಿಷಯದಲ್ಲಿ ಶೇ. 50 ಅಂಕಗಳು ಮತ್ತು ಮೇಲ್ಪಟ್ಟ ಶೇ.35 ಅಂಕಗಳು.</p> <ul style="list-style-type: none"> * DISTINCTION : 80% AND ABOVE * FIRST CLASS : 60% AND ABOVE BUT BELOW 80% * SECOND CLASS : 50% AND ABOVE BUT BELOW 60% * CLASS IS DECLARED FOR THOSE WHO PASS IN FIRST ATTEMPT ONLY
ವಿಜ್ಞಾನ/ SCIENCE	100	35	054	
ಸಾಮಾಜಿಕ ವಿಜ್ಞಾನ/ SOCIAL SCIENCE	100	35	058	<p>PASS IN EXAMINATION :</p> <p>50% MARKS IN EACH SUBJECT AND 35% IN AGGREGATE</p>
ಒಟ್ಟು ಅಂಕಗಳು/ TOTAL MARKS	625	219	341	SECOND (54.56%) AS035

KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB KSEEB

જાહેર સ્વચ્છતા દિવસ (૨૪ ડિસેમ્બર)

THREE HUNDRED FORTY-ONE ONLY

TOTAL MARKS OBTAINED (in words) :

ಶಾಲೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ
NAME OF THE SCHOOL & ADDRESS :

ST. EUPHRASIA'S GIRLS HIGH SCHOOL
ALBERT STREET RICHMOND TOWN
BANGALORE SOUTH

Abdul Muhsin
ಕಾರ್ಯದರ್ಶಿ

ಪ್ರಾಚೀನ ಕಾಲದಿಂದಲೂ ಇಲ್ಲಿಯವರೆಗೆ

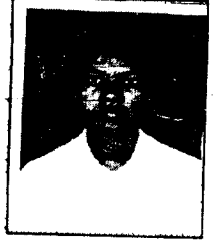
320490



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA

ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ
DEPARTMENT OF PRE-UNIVERSITY EDUCATION

ಪ್ರಮಾಣ ಪತ್ರ CERTIFICATE



ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಯು ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣದ ಕೋರ್ಸ್‌ನ್ನು ಸಂಪೂರ್ಣಗೊಳಿಸಿ ದ್ವಿತೀಯ ವರ್ಷದ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಕೆಳಗಿನ ವಿವರಗಳೊಂದಿಗೆ ತೇರ್ಗಡೆಯಾಗಿರುತ್ತಾರೆ ಎಂದು ಪ್ರಮಾಣೀಕರಿಸಲಾಗಿದೆ:
This is to certify that the candidate mentioned below has completed the course and passed the second year Pre-University Examination with the following details :

ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು
Candidate's Name } DEEPIKA K R

ತಿಂಗಳು/ವರ್ಷ
Month /Year } JULY 2010

ತಾಯಿಯ ಹೆಸರು
Mother's Name } SARASWATHI R

ನೋಂದಣಿ ಸಂಖ್ಯೆ
Register No. } 101162

ತಂದೆಯ ಹೆಸರು
Father's Name } RATNAPPA K M



ವಿಷಯಗಳು Subjects	ನೋಂದಣಿ ಸಂಖ್ಯೆ Register No.	ತಿಂಗಳು/ವರ್ಷ Month/Year	ಗರಿಷ್ಠಂಕ Max. Marks	ಪಡೆದ ಅಂಕಗಳು Marks Obtained	
ಭಾಗ-I ಭಾಷೆಗಳು Part-I Languages				ಅಂಕಗಳು In Figures	ಅಂಕಗಳು In Words
KANNADA	258576	MAR2010	100	61	SIX ONE
ENGLISH	258576	MAR2010	100	66	SIX SIX
ಭಾಗ-II ಆಯ್ಕೆ ವಿಷಯಗಳು Part-II Optionals					
ECONOMICS	258576	MAR2010	100	76	SEVEN SIX
BUSI.STUDIES	258576	MAR2010	100	75	SEVEN FIVE
ACCOUNTANCY	101162	JUL2010	100	38	THREE EIGHT
COMPUTER-SC	258576	MAR2010	100	36	THREE SIX
ಕಾಲೇಜು ಸಂಕೇತ ಸಂಖ್ಯೆ College Code No.	AN284	ಒಟ್ಟು ಅಂಕಗಳು Total Marks	600	352	ಪಡೆದ ವರ್ಗ Class Obtained
ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ Marks in words	THREE FIVE TWO			352	SECOND
ಕಾಲೇಜು STRACEY MEM COMP PU COL, 52 ST MARKS ROAD , College BANGALORE 560001					

ವಿದ್ಯಾರ್ಥಿ ಬಗ್ಗೆ:

STUDENT TYPE : REPEATER

902717

ಫಲಿತಾಂಶ ದಿನಾಂಕ:

DATE OF RESULT : 30.07.2010

PRINCIPAL

STRACEY MEMORIAL COMPOSITE
PRE-UNIVERSITY COLLEGE

Signature of the Principal

K.R. Shastri

ಆಯುಕ್ತರು/ನಿರ್ದೇಶಕರು
ಪದವಿ ಪೂರ್ವ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು

COMMISSIONER/DIRECTOR

Department of Pre-University Education
Bangalore

Deepika K.R.

Signature of the Candidate



Date: June 15, 2016

REF: IGS/04901

Ms. Deepika K R
Associate (Grade J)

Dear Ms. Deepika,

In accordance with the recent amendments in Payment of Bonus Act and other Labour Laws, we have revised the breakup of your compensation effective **11-Apr-16**

The breakup of your revised compensation and benefits applicable is shown in Annexure 1.

We wish you a pleasant and rewarding career with *Indecomm Global Services* and look forward to your continued contribution in the years to come.

Compensation information is purely personal. Please treat this information and all changes made therein from time to time as strictly confidential both from a personal stand-point as well as from our business perspective.

Please sign below after signifying that you have read and agreed to the revised compensation. You may return a copy of this letter with signature for our records.

With best wishes,

Clyde Peter Alweyn
Manager – Human Resources

**Annexure - 1
Compensation**

NAME : Deepika K R
DESIGNATION : Associate

Components	Monthly	Annual
Basic + DA	8294	99528
House Rent Allowance	3274	39288
Conveyance Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	0	0
Gross Salary (A)	11568	138816
Statutory Bonus Advance (B)	1659	19908
Employer Contribution		
Provident Fund	995	11940
ESIC	629	7548
Gratuity	399	4788
Total Employer Contribution (C)	2023	24276
Employee Deduction		
Provident Fund	995	11940
ESIC	232	2784
PT	0	0
Total Employee Deduction (D)	1227	14724
Total Cost to Company (A+B+C)	15250	183000
Net Salary (A+B-D)	12000	144000

- **Other Allowances**, as applicable to your category of employee.
- **TDS** deductions, as applicable, will be based on savings declaration.

Note: Please note that your compensation is personal to you and you are requested not to share details of the same with others.

27th February 2017

TO WHOM SO EVER IT MAY CONCERN

With reference to the letter given by Ms. Deepika K R dated 30.11.2016 resigning for the post of “ **Associate** ”, we would like to inform you that her resignation has been accepted and she has been relieved from the responsibilities with effect from 27th January 2017 after the closing hours.

She was working with us from 11.04.2016 to 27.01.2017.

During the tenure her character & conduct was good.

for ***Indecomm Global Services (India) Pvt. Ltd.***



Vikram P Rao
Senior Manager - Human Resources

आयकर विभाग

INCOME TAX DEPARTMENT

DEEPIKA K R

RATHNAPPA KARNATAKA MUNIYAPPA

13/07/1992

Permanent Account Number

CBGPD4693D

Deepika K R

Signature

भारत सरकार

GOVT. OF INDIA



04092014



ಭಾರತ ಚುನಾವಣಾ ಆಯೋಗ
ಗುರುತಿನ ಚೀಟಿ

ELECTION COMMISSION OF INDIA
IDENTITY CARD

ZLW3857224



ಮತದಾರರ ಹೆಸರು : ದೀಪಿಕಾ ಕೆ ಆರ್

Elector's Name : Deepika K R

ತಂದೆಯ ಹೆಸರು : ರತ್ನಮ್ಮ ಕೆ ಎನ್

Father's Name : Rathnappa K N

ಲಿಂಗ / Sex : ಮಹಿಳೆ/Female

ಜನ್ಮದಿನಾಂಕ/Date of Birth : 13/7/1992

ವಿಳಾಸ / Address : ZLW3857224

48 ,13 ನೇ ಕ್ರಾಸ್‌ಆನೆಪಾಲ್ಯಾ

ಬೆಂಗಳೂರು - 560030

48, 13 Th Crossanepalya

Bbmp - 560030

Date : 14/01/2011

163 - ಶಾಂತಿನಗರ

ವಿಧಾನ ಸಭಾ ಕ್ಷೇತ್ರದ ಮತದಾರರ

ಪೋಷಣ್ಣಾಧಿಕಾರಿಯವರ ಅಧಿಕೃತ ಸಹಿ

Facsimile Signature of
Electoral Registration Officer
163 - Shanthinagar Assembly Constituency

ವಿಳಾಸ ಬದಲಾವಣೆ ಮಾಡಿದ್ದಲ್ಲಿ, ಬದಲಾದ ವಿಳಾಸದ ಮತದಾರರ
ಕಾರ್ಡ್‌ನಲ್ಲಿ ಸಿಮ್ಮಾ ಹಳಸನ್ನು ಸ್ವರೂಪದ ಸೂಕ್ತ ಸಮಾಚರಣೆಯಲ್ಲಿ ಈ ಗುರುತಿನ
ಚೀಟಿಯ ಸಂಖ್ಯೆಯನ್ನು ಸಹಿಸಬೇಕು.

In case of change in address, mention this Card No. in the
relevant form for including your name in the roll at the
changed address. 169/1664



ಭಾರತ ಸರ್ಕಾರ
GOVERNMENT OF INDIA



ರೇಖೆ ಕೆ ಆರ್
Deepika K R
ಹುಟ್ಟಿದ ವರ್ಷ / Year of Birth : 1992
ಸ್ತ್ರೀ / Female



3118 3192 5853

ಅಧಿಕಾರಿ - ಶ್ರೀಸಾಮಾನ್ಯನ ಅಧಿಕಾರ



ಭಾರತೀಯ ವಿಶಿಷ್ಟ ಗುರುತಿನ ಪ್ರಾಧಿಕಾರ
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

ವಿಳಾಸ:

D/O ಕೆ ಎಂ ರತ್ನಪ್ಪ,
#48, 13th cross anepalya
ಕೊಲಂಡಪ್ಪ ಗಾರ್ಡನ್, ಬೆಂಗಳೂರು
ದಕ್ಷಿಣ, ಆಡುಗೋಡಿ, ಬೆಂಗಳೂರು,
ಕರ್ನಾಟಕ, 560030

Address:

D/O K M Rathnappa,
#48, 13th cross anepalya
kolandappa garden,
Bangalore South, Adugodi,
Bangalore, Karnataka,
560030



1947
1800 180 1947



help@uidai.gov.in



www.uidai.gov.in



ಪಿ.ಎ. ಹಾಲ್, ಸಂಖ್ಯೆ 1947,
ಬೆಂಗಳೂರು-560001



DRN DEFINITE SOLUTIONS

Excellence delivered.

HRD/OFF/17 - 18

June 07, 2017

Ms. Deepika KR
48, 13th Cross, Anepalya,
Adugodi Post,
Bangalore 560 030.

Subject : Appointment Letter

Dear Deepika,

We are pleased to appoint you as **Associate** in **Grade I** 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 **June 07, 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 **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. 234000/-** 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 5th 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 / Aadar 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 Deepika accept the terms and conditions of this contract.

Name : DEEPIKA K.R.

Signature : Deepika K.R.

Dated: 07/06/2017

Annexure 1.1

Name	Deepika KR	
Designation	Associate	
Salary Head	Per Month (Rs)	Per Annum (Rs)
Basic + DA	8,775.00	105,300.00
HRA	878	10,536.00
Conveyance	878	10,536.00
Children Education Allowance	0	0
Medical Allowance	0	0
Skill Allowance	7,080.00	84,960.00
Special Allowance	0	0
Fixed Gross	17,610.00	211,320.00
Employer PF	1,053.00	12,636.00
Employer ESIC	837	10,044.00
Ex-Gratia		
L.T.A		
Bonus		
Leave Encashment		
Gratuity		
Superannuation		
Total	1,890.00	22,680.00
COST TO COMPANY (CTC)	19,500.00	234,000.00
Employee PF	1,053.00	12,636.00
Employee ESIC	308	3,696.00
Insurance	0	0
Income Tax	0	0
Professional Tax	200	2,400.00
Total Deduction	1,561.00	18,732.00
NET TAKE HOME	16,049.00	

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