



rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

---

## Joining of Sushhmita Jujar

3 messages

**Vinod Bhat - Ken McCoy Consulting** <vinod@kenmccoy.in>  
To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Mon, Aug 22, 2022 at 1:40 AM

Dear Mr. Rajkumar,

**Greetings from Ken McCoy!**

As discussed Ms. Sushmita Jujar referred by you has joined us.

Thank you very much for your support.



**LinkedIn Profile:** [linkedin.com/in/vinodbhatkenmccoy](https://www.linkedin.com/in/vinodbhatkenmccoy)

*"To be successful, you have to have your heart in your business, and your business in your heart." – Thomas Watson, Sr., former CEO, IBM*

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Vinod Bhat - Ken McCoy Consulting <vinod@kenmccoy.in>

Mon, Aug 22, 2022 at 3:49 AM

Thank you sir !

**Thanks and regards,**  
**Rajkumar Devkar**  
Training & Placement Officer  
Department of Mechanical Engineering  
VIVA Institute of Technology  
8097376078  
Virar (East)

**Do follow us on**



[Quoted text hidden]



8/22/22, 3:50 AM

VIVA INSTITUTE OF TECHNOLOGY Mail - Joining of Sushhmita Jujar

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Aditi Pimpale <aditipimpale@viva-technology.org>

Mon, Aug 22, 2022 at 3:49 AM

**Thanks and regards,**  
**Rajkumar Devkar**  
Training & Placement Officer  
Department of Mechanical Engineering  
VIVA Institute of Technology  
8097376078  
Virar (East)

[Do follow us on](#)



[Quoted text hidden]





rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

---

## Selection of Tejas

---

**Vinod Bhat - Ken McCoy Consulting** <vinod@kenmccoy.in>  
To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Tue, Jun 28, 2022 at 2:19 AM

Dear Sir,

**Greetings from Ken McCoy!**

We have selected Mr. Tejas Jadhav referred by you, he has joined us on 21<sup>st</sup> June 2022. Both of them will be on probation for six months.

---

With best wishes,

**Ken McCoy**

For **Ken McCoy Consulting**

**Vinod Bhat**  
Managing Partner

Mob.: +91 98201 43593 Tel.: +91 22 4295 9123  
e-mail : vinod@kenmccoy.in www.kenmccoy.in

**LinkedIn Profile:** [linkedin.com/in/vinodbhatkenmccoy](https://www.linkedin.com/in/vinodbhatkenmccoy)

***"To be successful, you have to have your heart in your business, and your business in your heart."*** –  
Thomas Watson, Sr., former CEO, IBM





## Selected candidates list

1 message

Careers | Shiv Shakkti <careers@shivshaktiequipments.com>

To: rajkumardevkar@viva-technology.org

Dear Raj sir,

Please find an attachment for your reference.

Selected candidates will join us from 1st Sept, 2022.

--

Best Regards

Rachana Shirke.

+9167995144


HR Dept.

**Shiv Shakkti Process Equipment P. Ltd.,**

406 - 407 , Shivam Chambers.

S V Road, Goregaon West,

Mumbai 400 104 , India

 **shorlisted candidates for viva college.xlsx**  
10K

shorlisted candidates for viva college.xlsx						
Open with ▾						
	A	B	C	D	E	F
1	Sr.No	Candidates name	Viva college	Shortlisted	Not shortlisted	Reason
2	1	Yash chawda	College	Yes ( proposal eng)		Professional attitude, Maintain his professionalism
3	2	Gaurav Patel	College	Yes ( Design)		It is clear about his interest
4	3	Rohan Kadam	College		Not Selected	Management not finds suitable
5	4	Dheeraj S Bondre	College		Not Selected	Interested in Gym, his interest in sales but not comfortable to go for field.
6	6	Satyam	College			Produce
7	7	Bhavesh Khatal	College		Not Selected	Interested in production
8	8	Varun Sankhe	College	Yes(Design)	Selected	Basic knowledge about Design. We will offer him 12k for 6 months (Training Period) then we will increase to 15
9						
10						
11						







## Offer Letter

Mercedes-Benz

06/07/2022

Mr. Neeraj Mahamunkar  
Mumbai

### Letter of Intent

Dear Mr. Mahamunkar,

This has reference to your application, subsequent interviews and our salary offer accepted by you. We are pleased to offer you an employment with **Auto Hangar India Pvt Ltd. at Mumbai as Sales Consultant with Annual CTC of Rs. 3,26,872/-.**

At the time of joining, you should bring the following documents:-

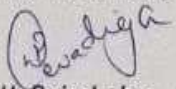
1. Acceptance of resignation letter / relieving or service certificate about you having left the services of the present employer, if applicable.
2. Three copies of recent passport size photograph.
3. Originals and Photocopies of date of birth, educational qualifications and other related certificates.
4. PAN Number and Photocopy of PAN Card. In case you have not been allotted a PAN Number, please submit acknowledged copy of the application form, or apply for a PAN Number on an immediate basis.
5. Aadhar Card Copy along with a Cancelled Cheque of your Savings Account.

A detailed Appointment Letter will be handed over to you at the time of your joining after complying with the above joining formalities as per rules of the company.

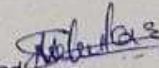
This offer is valid subject to your medical fitness, background verification check and you intimating us of your probable date of joining which will be on or before **07/07/2022.**

We welcome you and wish you all the best for a long and fruitful career with us.

For Auto Hangar India Pvt Ltd


  
McBain Lobo  
Deputy Manager Human Resources

Accepted



Auto Hangar (India) Pvt. Ltd.  
Ground Floor, Electric Mansion, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025. | Tel.: 022 - 67434360-64  
Sales Hotline No.: 9167015000 | www.autohangar.mercedes-benz.co.in

Registered office: 35, Saki Vihar Road, Opp. B.P. Pump, Chandivali, Andheri (E), Mumbai - 400 072.  
CIN U51220MH1994PTC080424 | GST No.: 27AAACA9484D1ZM

 and Mercedes-Benz are registered trademarks of Daimler AG.



External

Inbox x

**A**

to me 🍷

Tue, Jun 14, 12:51 AM

As discussed PFA list of students who have got selected.

1. Anuj vasaikar
2. Shubham Panchal
3. Prasad Kulkarni
4. Abhidnya bhoir
5. Prajyot Aroskar
6. Darshana Dodekar
7. Suyash Gosavi

Thanks & Regards,

Amruta Kotian  
SR. Human Resource Executive







# MechaTech Engineers

Gala No. 5 Boomi Industrial Estate, near Visava hotel, Sativali, Vasai East, Palghar. 401208.

## EMPLOYMENT BOND

This agreement is made in Mumbai on the Wednesday of June 1, 2022 between

M/S MechaTech Engineers: G-5, Bhoomi Industrial Estate, Behind Visava Hotel, Sativali Road, Vasai East Pin code: 401208

AND

Mr. Abhay Sitaram Gupta Adhar card no: 7768 0842 0198 Residing at: Room no-2, Sai Vinayak Apartment, Paach Amba, Nalasopara East, Mumbai, Maharastra 401209

which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its legal heirs, successors and permitted assigns: WHEREAS, Mr. Abhay Gupta is an employee of MechaTech Engineers, and has access to the research and development information and various types of confidential information related to technology, markets, customers, etc. owned by MechaTech Engineers.; and WHEREAS, MechaTech Engineers has selected the Employee for the position of Production Engineer which would initially involve extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee; WHEREAS the Employee has agreed to be loyally employed with and the Employee undertakes to undergo the training methodologies, as may be required, and understand the job responsibilities, so that the same are carried out in an effective manner and; the Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two** year from the date of his joining the services of the Company. Dated: 01/06/2022; AND WHEREAS the said employee shall not during the period of this agreement work directly or indirectly in any similar trade or business either as employee or partner or advisor or in any other capacity. Employee doesn't have the right to terminate the contract. This employment bond is validated and affirmed according to Indian Contract Act 1872. Any violation of this said bond will be penalised by the law. Any breach that arise between the parties with respect to the performance of this contract shall be submitted to binding arbitration by the [MUMBAI ASSOCIATION] to the sub judiciary

For MECHATECH ENGINEERS

*Aalish*  
Proprietor

Gupta Abhay Sitaram

*Abhay*  
01/06/2022





## Annexure-A

Due to access of company's information during this internship, this "Annexure-A" tends as an agreement between employee and MechaTech Engineers. This employment agreement includes as confidentiality clause as well as terms and condition of the company for their employee.

1. The employee agrees to serve 2 years employment term with the company and perform with its best abilities to the given task assign to them.
2. The employee should give at least 2 months' notice period before leaving the company post their employment term.
3. The employee must hand over all the deliverable before the last week of his/her notice period. Deliverables includes all the assets of the company which are possessed by the intern during his course of internship. All company's property, document, templates, equipment's, contact, including digitally stored information, etc.
4. The employee must give proper training during their notice period to the employee which replaces him/her.
5. Post your term at MechaTech Engineers. You accept and acknowledge that you will be available to assist company's intern or employee or executive at any point for the work you have done during your course of employment.
6. While performing your duties you oblige to perform all works allocated to you at your best ability. Comply with all lawful and reasonable direction and instruction given to you.
7. At all times including post your employment you will hold in confidence any information of MechaTech Engineers. That you become privy to in the course of your duties.
8. Failure to comply with the requirement under those contained in the present internship agreement, including any serious breach of the duties and obligations may result in immediate termination of internship by the organization.
9. The employee hereby agrees not to contact any of the company's customers, vendors, executive for their personal financial or non-financial needs during or post their employment term with the company.

In connection with being enrolled in the internship with MechaTech Engineers Pvt. Ltd. I agree to the following:

I have read and understand the above definition of "Annexure-A" I agree that I will not at any time, both during and after my enrolment, communicate or disclose company's information to any person, corporate entity. I hereby, accept all points and clauses mentioned in above "Annexure-A"

I further recognize and agree that while in this employment, I may become aware of non-public information of a personal nature about employees or associates, action, statements, products, vendors, customers, family, financial, social, or other personal or private information. I will not disclose any such information that I learn to any other person or entity, unless required by application of law or legal process. The intern must hand over all the deliverable before the last week of his internship. Deliverables includes all the assets of the company which are possessed by the intern during his course of internship. All company's property, document, templates, equipment's, contact, including digitally stored information, etc.

**For MECHATECH ENGINEERS**

*A. Alighel*

Proprietor

Signature: *Abhay*

Date:

Name: Gupta Abhay Sitararam





Gmail

in:sent



## RE: Blue Star Ltd. - Campus Interview Drive at Viva Institute S

**Gireeja Chavan** <gireejachavan@bluestarindia.com>

to me

**Dear Mr. Rajkumar Devkar,**

This is with reference to campus drive done in your institute. Kindly find attached list for shortlisted c

Thanks & Regards

Gireeja Chavan

Human Resources

Blue Star Limited.

Wada, Palghar

Email: [gireejachavan@bluestarindia.com](mailto:gireejachavan@bluestarindia.com)

[www.bluestarindia.com](http://www.bluestarindia.com)

M

---

**From:** Gireeja Chavan [mailto:[gireejachavan@bluestarindia.com](mailto:gireejachavan@bluestarindia.com)]**Sent:** 14 March 2022 12:57

## VIVA Institute of Technology

Sr. No.	Shortlisted Candidates	Qualification
1	Omkar C Patil	B.E. (Mech)
2	Chetana narayan Thakare	B.E. (Elect)
3	Mayuri Khopkar	B.E. (Mech)
4	khyati Kokale	B.E. (Mech)
5	Gaurav Sawant Bhonsale	B.E. (Mech)
6	Sarvadnya Shirodkar	B.E. (Mech)
7	Anuj Vasaikar	B.E. (Mech)
8	Saurabh Patil	B.E (Mech)
9	Nabhod Kumare	B.E (Mech)
10	Harsh Lokande	B.E (Mech)
11	Shubham Janardan Salvi	Diploma-Mechanical
12	Nishant Madhukar Kini	Diploma-Mechanical
13	Amol dipak Kundwalkar	Diploma-Mechanical
14	Kailas Naresh Pawar	Diploma-Mechanical
15	Aditya Kishan Nayak	Diploma-Mechanical
16	Rajan Suresh Thakur	Diploma-Mechanical
17	Sahil Nilesh Patil	Diploma-Mechanical
18	Ritesh Tulshiram Patil	Diploma-Mechanical
19	Prakash Vishnu Kole	Diploma-Mechanical
20	Nawaj Najir Shaikh	Diploma-Mechanical
21	Divyansh Dileep Mishra	Diploma-Mechanical
22	Anish ramdas Karanje	Diploma-Mechanical
23	Shreyas Sunil Sawant	Diploma-Mechanical
24	Rajnish Kashinath Patil	Diploma-Mechanical
25	Parth Abhay Satghare	Diploma-Mechanical
26	Manoj Madhukar Pawar	Diploma-Mechanical







**Mfg. of : Precision Components,  
Plastic Mould, Gauges, Press Tools.**  
(An ISO 9001 - 2015 Co.)



Date: 08/06/2022

Dear Mr. HARDIK UJWAL SHELAR,

Congratulations! We are pleased to confirm that you have been selected to work for SAIKASH ENGG WORKS PVT. LTD. We are delighted to make you the following job offer.

The position we are offering you is that of "DESIGN ENGINEER" at a monthly salary of Rs.14000. Your working hours will be from 9.00AM to 7.00PM, Monday to Saturday. We would like you to start work on 16/06/2022. If this date is not acceptable, please contact us immediately.

Please sign the enclosed copy of this letter and return it to me by 14/06/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.



Regards,

Divyakumar A. Gupta  
Director,  
Saieash Engg. Works Pvt. Ltd.





raj Kumar Devkar &lt;raj Kumar Devkar@viva-technology.org&gt;

---

**JOB CONFIRMATION MAIL FOR COLLEGE STUDENTS**

2 messages

**Jofina Dmello** <Jofina.Dmello@jublfood.com>

Thu, Aug 4, 2022 at 11:09 PM

To: "raj Kumar Devkar@viva-technology.org" &lt;raj Kumar Devkar@viva-technology.org&gt;

Dear Mr/Ms,

In reference to the job offer email dated {20.07.2022} confirming selection for HARMISH PATEL the post of {APPRENTISHIP} with {JUBILANT FOODWORKS LTD},VASAI EAST,

I wish to thank you for providing Right Candidate to us. And harmish has accept this position and working with us since last 15 days.

NAME:- HARMISH PATEL

Roll no-MB1818

COLLEGE NAME :- Viva Institute of Technology

BE Mechanical

Regards,

**Jofina Dmello****HR/ADMIN ASSISTANT,****JUBILANT FOODWORKS LTD,****VASAI EAST,****MOBILE NO-8551883781**

DISCLAIMER This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions and other information in this message that do not relate to official business of the company shall be understood to be neither given nor endorsed by JUBILANT FOODWORKS LTD. Any information contained in this email, when addressed to Clients is subject to the terms and conditions in governing client contract

---

**raj Kumar Devkar** <raj Kumar Devkar@viva-technology.org>

Fri, Aug 5, 2022 at 12:07 AM

To: Aditi Pimpale &lt;aditipimpale@viva-technology.org&gt;

**Thanks and regards,****Raj Kumar Devkar**

Training &amp; Placement Officer

Department of Mechanical Engineering

VIVA Institute of Technology

8097376078

Virar (East)

[Do follow us on](#)





[Quoted text hidden]



**16<sup>th</sup> August 2022**

Mr. Mohammed Huzaif Attar,  
S/o Mr. Mohd. Irfan Attar  
Chawl No. 54, Room No. 845,  
Bharat Nagar, BKC Bandra East

**Subject: Offer for Employment in the capacity of Sales Specialist.**

Dear Huzaif,

With reference to the interaction, you had with us, we are pleased to make an offer for an appointment with our organization in the capacity of **Sales Specialist**. You need to make a formal joining with the company on **22<sup>nd</sup> August 2022 at Mumbai location**.

Your CTC shall be **INR 4,00,000/- per annum- refer annexure-1 for the CTC Structure**.

Also, you need to sign a **1-year contract** with us, assuring you shall not leave this position/company before completion of 1 year, starting from date of joining.

The travel reimbursements (local or outside the city) are other than the salary part.

Government deductions like TDS, PF, etc. will be as per government norms.

You will be covered under a medical insurance scheme of **INR 2,00,000 per annum**.

The appointment letter will be provided to you after your joining. Please submit the following documents at the time of joining:

- Photocopies of your certificate
- Five passport-sized colored photographs
- Experience certificate/ relieving letter & salary slips (last two months) from previous employer.
- Photocopies of photo ID cards- PAN Card, Driving License, Passport and Voter's ID.
- Photocopy of permanent address proof.

**We expect to receive an affirmative confirmation mail from your side as a sign of acceptance of this offer by 17<sup>th</sup> August 2022.**

Best Wishes.

Mr. Pawan

**PAWAN** Digitally signed by PAWAN  
Date: 2022.08.16 16:25:28  
+05'30'  
Director & CEO



### Annexure-1

CTC Structure of Huzaif		
Fixed Earnings	Annual Gross	Monthly Gross
BASIC SALARY	105001	8750
HRA	52501	4375
CONVEYANCE ALLOWANCE	17500	1458
MEDICAL ALLOWANCE	24500	2042
LTA	28000	2333
EDUCATION ALLOWANCE	17500	1458
SPECIAL ALLOWANCE	55797	4650
PF CONTRIBUTION EMPLOYEE PART	21600	1800
PF CONTRIBUTION EMPLOYER PART	21600	1800
Health Insurance & Employee welfare (Not to be paid)	6000	500
<b>Gross Salary</b>	<b>350000</b>	<b>29167</b>
<b>Variable Elements</b>		
Variable Salary Annual	50000.00	0.00
<b>Other Elements</b>		
<b>Cost to Company (CTC)</b>	<b>400000</b>	<b>29167</b>
* Subject to deduction of TDS & PF		

Best Wishes.

PAWAN  
Digitally signed by  
PAWAN  
Date: 2022.08.16  
16:25:56 +05'30'

Mr. Pawan

Director & CEO





rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

---

**SELECTION - Graduate Engineer Trainee**

3 messages

---

**Vikrant Sanghavi** <vikrant@imaginarium.io>  
To: rajkumardevkar@viva-technology.org  
Cc: Gagan Sharma <gagan@imaginarium.io>

Sat, Aug 27, 2022 at 6:22 AM

Hi Rajkumar,

Please note we have Selected 3 Candidates as Graduate Engineer Trainee and their Date of Joining will be on 05th Sept. Their names are mentioned below:-

1. Gaurav Sawant Bhosale.
2. Tanmay Shinde.
3. Shreyash Chavan.

All the above candidates were selected from External Source. Please note we would not be taking Gaurav's candidature further.

Kindly note the above and revert back for any clarifications.

Regards,

**Vikrant Sanghavi**  
**Manager - Talent Acquisition.**  
**Imaginarium India Pvt. Ltd.**

The Great Oasis, Plot No: D-13, 7th Floor, Road # 21,  
MIDC, Andheri (E), Mumbai, 400093.

**M:**+91-8657006954

[www.imaginarium.io](http://www.imaginarium.io)

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Aditi Pimpale <aditipimpale@viva-technology.org>

Sat, Aug 27, 2022 at 7:59 AM

[Quoted text hidden]

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Vikrant Sanghavi <vikrant@imaginarium.io>

Sat, Aug 27, 2022 at 7:59 AM

Thank you so much for your opportunity sir.

[Quoted text hidden]





rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

---

**FW: Shortlisted Candidates**

---

**Siemag Admin** <info@siemag.net>  
To: rajkumardevkar@viva-technology.org

Wed, Aug 17, 2022 at 3:09 AM

---

**From:** Siemag Admin [mailto:info@siemag.net]  
**Sent:** 02 August 2022 12:35  
**To:** 'rajkumardevkar@viva-technology.org'  
**Subject:** Shortlisted Candidates

Dear Sir

As per we conducted interview on 20<sup>th</sup> June 2022 we selected 1 candidates with your references **Mayuri Khopkar** – (Sales coordinator ) her joining date was 21<sup>st</sup> June 2022

And 2 candidates are selected which are 1. Jay Mhatre and 2. Arpit Thakur as Sales Executive but they are in 3Months Training Period. We will confirm the status on their performance.

**Note:** As per your discussion with Mrs. Harshala we need one more candidate for Design and Development (Male Candidate Preferred)

Brief of Job Profile – Candidate must know Auto Cad / Solid Works & should be able to prepare drawings.

Kindly send candidate for the above post & oblige.

Regards,

Payal | Administrator

**Siemag Industries**

**The Resource for unlimited pneumatic solutions** [www.siemag.net](http://www.siemag.net)

RK Industry House [Walbhat Road Goregaon East Mumbai 400063 Maharashtra India](#)

Tel: 00 91 22 2685 3232 / 3231 / email - [info@siemag.net](mailto:info@siemag.net)







raj कुमार devkar &lt;raj कुमारdevkar@viva-technology.org&gt;

**FW: Viva collage campus Interview (Engineers west)**

8 messages

**Varsha Jain** <Varsha.Jain1@jublfood.com>

Sun, Jun 12, 2022 at 10:24 PM

To: raj कुमार devkar &lt;raj कुमारdevkar@viva-technology.org&gt;

Cc: Amol Punde &lt;amol.punde@jublfood.com&gt;

Dear Mr. Raj कुमार

Below are the selected candidates:

Sr.no	Name	Preferred location	Department	Preference	Remarks
1	Sushmita jujar	Mumbai	Mechanical	1	Very good
2	Raj chorge	Nagpur	Mechanical	1	Excellent
3	Vishal Ozha	Gujrat	Electrical	1	Very good
4	Maharaja	Mumbai	Mechanical	1	Excellent

1	Nishant Chavan	Mumbai	Mechanical	1	Excellent
---	----------------	--------	------------	---	-----------

And one candidate is on hold for a while, if any of the candidate deny to join then it we will offer to Nishant

Please let us know when these people can join

Regards

Varsha

**From:** Amol Punde <amol.punde@jublfood.com>**Sent:** 11 June 2022 10:22 PM**To:** Varsha Jain <Varsha.Jain1@jublfood.com>

**Cc:** Dhananjay Sharma <[dhananjay.sharma@jublfood.com](mailto:dhananjay.sharma@jublfood.com)>; Gurmeet Gujral <[gurmeet.gujral@jublfood.com](mailto:gurmeet.gujral@jublfood.com)>; Shantanu Mhaske <[shantanu.mhaske@jublfood.com](mailto:shantanu.mhaske@jublfood.com)>

**Subject:** Viva collage campus Interview (Engineers west)

Hi Varsha,

Please find Below remarks on campus Interview conducted on 11/6/2022 by Shantanu, Dhananjay and Me.



Thank you,

Amol

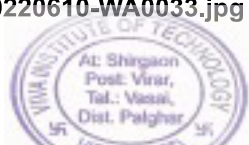
**DISCLAIMER** This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying or disclosure by any other person is strictly prohibited. If you receive this transmission in error, please notify the sender by reply email and then destroy the message. Opinions, conclusions and other information in this message that do not relate to official business of the company shall be understood to be neither given nor endorsed by JUBILANT FOODWORKS LTD. Any information contained in this email, when addressed to Clients is subject to the terms and conditions in governing client contract

---

#### 4 attachments



IMG-20220610-WA0033.jpg  
70K







IMG-20220610-WA0038.jpg  
66K



IMG-20220610-WA0037.jpg  
85K



IMG\_20220610\_162411.jpg  
2900K

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Varsha Jain <Varsha.Jain1@jublfood.com>

Sun, Jun 12, 2022 at 10:58 PM

Thank u so much for the results. You may connect them directly for joining date and other formalities.

[Quoted text hidden]

---

## 2 attachments



image002.jpg  
48K



image002.jpg  
48K

---

**Varsha Jain** <Varsha.Jain1@jublfood.com>  
To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Sun, Jun 12, 2022 at 10:58 PM

Ok thanks



[Quoted text hidden]

**Varsha Jain** <Varsha.Jain1@jublfood.com>

Sun, Jun 12, 2022 at 11:00 PM

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Cc: Amol Punde <amol.punde@jublfood.com>, Ravi Sharma <v-ravi.sharma5@jublfood.com>

Can I have the contact details

---

**From:** rajkumar devkar <rajkumardevkar@viva-technology.org>

**Sent:** 13 June 2022 11:28 AM

**To:** Varsha Jain <Varsha.Jain1@jublfood.com>

[Quoted text hidden]

[Quoted text hidden]

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>

Sun, Jun 12, 2022 at 11:03 PM

To: piyali mondal <piyalimondal@viva-technology.org>

[Quoted text hidden]

---

#### 6 attachments



**IMG-20220610-WA0033.jpg**  
70K



**IMG-20220610-WA0038.jpg**  
66K



**IMG-20220610-WA0037.jpg**  
85K



**IMG\_20220610\_162411.jpg**  
2900K





image002.jpg  
48K



image002.jpg  
48K

---

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Aditi Pimpale <aditipimpale@viva-technology.org>

Sun, Jun 12, 2022 at 11:03 PM

----- Forwarded message -----

From: **Varsha Jain** <Varsha.Jain1@jublfood.com>

Date: Mon, Jun 13, 2022, 10:54 AM

Subject: FW: Viva collage campus Interview (Engineers west)

To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Cc: Amol Punde <amol.punde@jublfood.com>

[Quoted text hidden]

---

#### 6 attachments



IMG-20220610-WA0033.jpg  
70K



IMG-20220610-WA0038.jpg  
66K



IMG-20220610-WA0037.jpg  
85K

IMG\_20220610\_162411.jpg  
2900K





image002.jpg  
48K



image002.jpg  
48K

**rajkumar devkar** <rajkumardevkar@viva-technology.org>  
To: Varsha Jain <Varsha.Jain1@jublfood.com>

Sun, Jun 12, 2022 at 11:34 PM

Sr.no	Name	Preferred location	Department	Preference	Contact
1	Sushmita jujar	Mumbai	Mechanical	1	9594115154
2	Raj chorge	Nagpur	Mechanical	1	7028427543
3	Vishal Ozha	Gujrat	Electrical	1	7985105203
4	Maharaja	Mumbai	Mechanical	1	9004201224

1	Nishant Chavan	Mumbai	Mechanical	1	7738878263
---	----------------	--------	------------	---	------------

[Quoted text hidden]

image002.jpg  
48K







---

**Varsha Jain** <Varsha.Jain1@jublfood.com>  
To: rajkumar devkar <rajkumardevkar@viva-technology.org>

Wed, Jul 27, 2022 at 4:55 AM

Dear Rajkumar

We are not able to reach out to Maharaj and Sushmita. Kindly help us in connecting with them or share them me my contact details

---

**From:** Ravi Sharma <[v-ravi.sharma5@jublfood.com](mailto:v-ravi.sharma5@jublfood.com)>  
**Sent:** 27 July 2022 05:20 PM  
**To:** Varsha Jain <[Varsha.Jain1@jublfood.com](mailto:Varsha.Jain1@jublfood.com)>  
**Subject:** FW: FW: Viva collage campus Interview (Engineers west)

Fyi.

---

**From:** Varsha Jain  
**Sent:** 13 June 2022 12:19  
**To:** Ravi Sharma <[v-ravi.sharma5@jublfood.com](mailto:v-ravi.sharma5@jublfood.com)>  
**Subject:** FW: FW: Viva collage campus Interview (Engineers west)

Please call to first four and check when they can join

[Quoted text hidden]



image002.jpg  
48K





rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

---

**FW: shortlisted candidates**

1 message

---

**Siemag Admin** <info@siemag.net>  
To: rajkumardevkar@viva-technology.org

Wed, Aug 17, 2022 at 3:04 AM

---

**From:** Siemag Admin [mailto:info@siemag.net]  
**Sent:** 08 June 2022 15:55  
**To:** 'rajkumardevkar@viva-technology.com'  
**Subject:** shortlisted candidates

Dear Sir

As per we conducted interview on 04 June 2022 we selected 2 candidates with your references are following.

1. Kyati Kokle – (Sales coordinator )
2. Pooja Thakur – (Design & Development).

Regards,

Harshala | Administrator

**Siemag Industries*****The Resource for unlimited pneumatic solutions\_\_\_\_\_www.siemag.net***RK Industry House [Walbhat Road Goregaon East Mumbai 400063 Maharashtra India](#)Tel: 00 91 22 2685 3232 / 3231 / email - [info@siemag.net](mailto:info@siemag.net)



rajkumar devkar &lt;rajkumardevkar@viva-technology.org&gt;

**Appointment as Trainee CAD CAM Engineer - Nabhod Kumare**

2 messages

**Melvyn Monteiro** <melvyn@designcell.org>

Tue, Jul 12, 2022 at 10:47 PM

To: nabhodkumare00@gmail.com

Cc: DCPL Sunil Desai &lt;sunil@designcell.org&gt;, DCPL Bhavin Padechia &lt;bhavin@designcell.org&gt;, Rajkumar Devkar Sir Viva College &lt;rajkumardevkar@viva-technology.org&gt;

Dear Nabhod Kumare,

With ref to your Cv and Interviews, we are glad to select you as Trainee - Cad Cam Engineer to work with us.

Your Joining date is : 18th July 2022 – Monday

Work Timings : 9.30 am to 6.00 pm

Report to : Mr. Chirag Sanghvi - Director

Formal appointment letter will be given upon your joining.

On or before you join please submit the following documents:

1. One set of your Technical & Educational certificates, 1 PP size photograph, Aadhaar card copy as address proof.
2. Contact names with Telephone. numbers of your parents.
3. Also provide contact and address details of 2 references (1 each from your college & family.)

Wish you all the best in your chosen TopSolid learning journey.

Thanks &amp; Regards,

Melvyn Monteiro

Manager Marketing &amp; Administration

Cell : +91 98201 18840

**REGD OFFICE :**

235 - Hubtown Solaris, Opp. Teligulli, Vijay Nagar, Andheri (East),

Mumbai - 400 053. INDIA. Tel : +91 22 2825 6599, Fax : +91 22 2837 8478.

Web : [www.topsolid.in](http://www.topsolid.in) Blog : <https://blog.topsolid.com>**Please consider your environmental responsibility before printing this e-mail.****From:** Melvyn Monteiro**Sent:** Wednesday, June 29, 2022 1:12 PM**To:** nabhodkumare00@gmail.com**Cc:** DCPL Sunil Desai ; Rajkumar Devkar Sir Viva College**Subject:** Re> Nabhod Kumare CV

Dear Nabhod Kumare,

We are pleased to interview you today over the skype.

We Designcell Cad Cam Solutions P Ltd are TopSolid subsidiary in India.

Our CAD CAM Studio is located at Waliv Vasai East, and Office is at Andheri.



As discussed please study TopSolid website

<https://www.topsolid.com/en/products>

and prepare a PPT of TopSolid' Design, CAM, Steel and Wood modules and share it over the skype to schedule the next level of interview.

Here are TopSolid India social media pages links..

<https://www.linkedin.com/company/topsolid-india/>

<https://www.facebook.com/topsolidindia>

<https://twitter.com/TopsolidI>

[https://www.instagram.com/topsolid\\_india/](https://www.instagram.com/topsolid_india/)

Please follow us also on TopSolid website for regular updates...

In case you have any other queries please let us know.

Thanks & Regards,

Melvyn Monteiro

Manager Marketing & Administration

Cell : +91 98201 18840

skype: melvyn.monteiro1



**REGD OFFICE :**

235 - Hubtown Solaris, Opp. Teligulli, Vijay Nagar, Andheri (East),

Mumbai - 400 053. INDIA. Tel : +91 22 2825 6599, Fax : +91 22 2837 8478.

Web : [www.topsolid.in](http://www.topsolid.in) Blog : <https://blog.topsolid.com>

Please consider your environmental responsibility before printing this e-mail.



**rajkumar devkar** <rajkumardevkar@viva-technology.org>

To: Melvyn Monteiro <melvyn@designcell.org>

Wed, Jul 13, 2022 at 3:44 AM

Thank you so much sir!

**Thanks and regards,**

**Rajkumar Devkar**

Training & Placement Officer

Department of Mechanical Engineering

VIVA Institute of Technology

8097376078

Virar (East)

**Do follow us on**



[Quoted text hidden]





Ref:SILLP/TraineeOffer-22-23/001

Date: 17/08/2022

**Sub: Offer Letter**

Dear MAHESH GUPTA,

Thank you for meeting us to pursue an employment opportunity with us. Based on your bio data and the Campus placement interview you had with us, we are pleased to make you an offer as **"Trainee Engineer-Client Service & Operations"** in our organization. You shall be on a **Trainee/probation period** for a minimum of six months during which you shall be paid a **stipend of INR. 16667/- p.m.** (INR.200000/- p.a.). Your stipend will be converted as a Salary along with confirmation letter. After confirmation of your service, your stipend will be revised with salary for **INR.275000/- (CTC) p.a.**

Your initial place of posting will be at Vasai (HO) / Mumbai. The management reserves the right to utilize your services in any of our group companies located elsewhere in India or abroad, either in existence or which may come in to existence.

The letter of intent is subject to the information provided by you in your bio data and interviews are correct and valid. The appointment is valid from the date of your joining, which should not be later than **22/08/2022 (Monday)**. Your formal appointment letter will be issued at the time of your joining after submission of related documents. In the meantime, we request your confirmation of acceptance by returning us a signed copy of this letter or E-mail.

Please note that any claims based on alleged verbal promises by any authority in the organization not a part of this letter will not be entertained in future.

Please bring the following documents at the time of your joining.

- (a) Original and photocopies of all your certificates (SSC onwards) including experience certificates.
- (b) Relieving Certificate from your last employee.
- (c) Proof of your last salary
- (d) Two passport size colour photographs.
- (e) Adhar card copy, PAN Card copies, Bank details (Cheque / Passbook copy)

We look forward to your joining our organization at the earliest.

Thanking You,

**For SRENITY IDEAS LLP.**

HRD



Ref:USPL/TraineeOffer-22-23/007

Date: 17/08/2022

**Sub: Offer Letter**

Dear PRASAD KHULE

Thank you for meeting us to pursue an employment opportunity with us. Based on your bio data and the Campus placement interview you had with us, we are pleased to make you an offer as **"Trainee Engineer-Production & Design"** in our organization. You shall be on a **Trainee/probation period** for a minimum of six months during which you shall be paid a **stipend of INR. 16667/- p.m.** (INR.200000/- p.a.). Your stipend will be converted as a Salary along with confirmation letter. After confirmation of your service, your stipend will be revised with salary for **INR.275000/- (CTC) p.a.**

Your initial place of posting will be at Vasai (HO) / Mumbai. The management reserves the right to utilize your services in any of our group companies located elsewhere in India or abroad, either in existence or which may come in to existence.

The letter of intent is subject to the information provided by you in your bio data and interviews are correct and valid. The appointment is valid from the date of your joining, which should not be later than **22/08/2022 (Monday)**. Your formal appointment letter will be issued at the time of your joining after submission of related documents. In the meantime, we request your confirmation of acceptance by returning us a signed copy of this letter or E-mail.

Please note that any claims based on alleged verbal promises by any authority in the organization not a part of this letter will not be entertained in future.

Please bring the following documents at the time of your joining.

- (a) Original and photocopies of all your certificates (SSC onwards) including experience certificates.
- (b) Relieving Certificate from your last employee.
- (c) Proof of your last salary
- (d) Two passport size colour photographs.
- (e) Adhar card copy, PAN Card copies, Bank details (Cheque / Passbook copy)

We look forward to your joining our organization at the earliest.

Thanking You,

**For Ubiquitous Signs Pvt.Ltd.**

HRD





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1607970**

## **Letter of Intent ("LOI")**

Dear Sahil Parab,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1607970**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1607970**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1607970**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature



## ANNEXURE 1

**Sahil Parab**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Ref.No: - ER/Mum/23275411  
26/09/2022

Mr. Dhaval Sudhir Naik  
(Token No: 23275411)  
B/004, Vishnu Smruti, Bldg No-1,  
Opposite Old Vira College,  
Virar (West)

Dear Mr. Dhaval

**Sub. : Recruitment of Technician Apprentice**  
**under the Apprentices [Amendment] Act, 1973.**

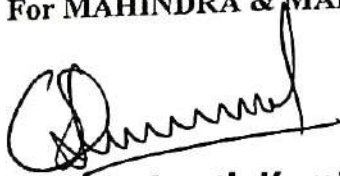
We have pleasure in appointing you as Technician Apprentice in CME of this Organization for a period of **One year** with effect from **20-July-2022 to 19-July-2023** on the terms and conditions as set forth in the Contract of Apprenticeship, to be executed by you. The same will be sent to the Regional Central Apprenticeship Adviser, Mumbai - 400 022, for registration, a copy of which will be handed over to you, in due course.

On the strength of the bio - data submitted by you, we have recorded your date of birth as **6-July-2001**

You will be paid Consolidated stipend of ` **12500/- (Rupees Twelve Thousand Five Hundred Only)** per month.

Thanking you,

Yours faithfully,  
For **MAHINDRA & MAHINDRA LIMITED**



**Chandrakanth Kamthi**  
**GENERAL MANGER**  
Employee Relation & Development







**EXCEL INSTRUMENTS<sup>®</sup>**

*Mfgr : Vacuum Systems & Components*

Tel : 0250 2480377

Mob: 09881312332

09881312332

E-mail : sales@excelinstruments.in

website : [www.excelinstruments.in](http://www.excelinstruments.in)

Address: Dias Industrial Estate, Bldg No. 2, Gala No. 9 & 10, Sativali Naka, Vasai ( E ), Dist - Palghar - 401208  
Tel: 0250 2480377 / +91 84240 33136 / 33138 / GST No. 27AAAFE9903A2Z1

Date: 01/09/2022

To

**Mr. Pratik Prakash Kijbile**

Room no.1, Paranjape Chawl,  
Boleshwari Road, Chawrewadi,  
Near Dr Wani Clinic, Bolinj,  
Virar-West - Maharashtra -401303

Dear Sir,

**SUB: LETTER OF APPOINTMENT**

With reference to your application dated 15/08/2022 and subsequent telephonic interview you had with us, we are pleased to appoint you as **QC Engineer**, from **01/09/2022** to work in our Partnership firm on the following terms and conditions:

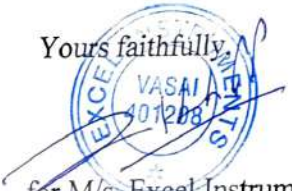
1. You will be on probation for a period of six (6) months from the date of your joining services.
2. The above probation period may be extended for a further period of time if found necessary. You will however, deemed to be on probation ever after expiry of the probation period unless confirmed so in writing.
3. The management may consider your candidature for regular services only after completion of your probationary period and on the merit of your performance.
4. During the probationary period or the extended probation period, your services are liable to be terminated without assigning any reasons at the sole discretion of the management.
5. As agreed mutually, you shall be paid wages on monthly basis as per the norms detailed below:
6. At present your monthly wages will be **Rs. 17,000/-per month**. It may be noted that your wages get bifurcated into Basic, Dearness Allowance, & Special Allowances if any as mutually agreed.
7. You will be regular on your duty and punctual in attendance.



8. During the period of your employment, you will be governed as per the rules and regulations and service conditions as set out by the management from time to time.
9. Your services shall be transferable from one department to another or one unit or branch to another anywhere whether existing at the time of your appointment or not.
10. You will maintain discipline and decorum and shall obey and faithfully carry out all the orders and directions that may be given to you from time to time by your superiors.
11. You shall not utilize, disclose or divulge to any person or persons any trade secret and know-how of the company at any time.
12. If leave required intimation should be given well in advance, leave should be avoided during work load period. (i.e. financial year ending etc).
13. All accessories in the office to be handled carefully in case any damage due to Negligence on your part, the same shall be recovered from your wages.
14. You will intimate change of your residential address immediately to the management.
15. If information furnished by you is found to be incorrect then the same will result into termination of services without giving any notice or reason thereof.
16. You shall retire from the employment on attaining the age of 58 years.
17. One month's notice to be given if one intends to leave the Organization.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter of appointment as a token of your acceptance.

Yours faithfully,

  
for M/s. Excel Instruments  
Partner

I accept:









Ref Appt/BCBPL/HR/06/021

Date. 07.06.2022

Ms. Aishwarya Anant Gawandi

Sub: Appointment letter.

With reference to your application and subsequent interview you had with us, we are pleased to inform that you are appointed as Sales Engineer on the following terms and conditions

**TERMS AND CONDITIONS**

1. The appointment is effective from 07/06/2022 and this date will be taken as your date of joining our organization.
2. **SALARY :** You will be paid Gross salary 12500/- Per Month.
3. Your date of birth for the purpose of organization record is entered as 19/03/1995 as per the Xerox copies of the certificates self attested & submitted by you.
4. **PROBATION:** You will be on probation for a period of 12 months from the date of your joining. During this period, your ability, conduct, performance and attendance etc will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the management. During probation or after confirmation your services can be terminated /discontinued through a one month notice in writing or one month's gross salary in lieu there off on either side.
5. In the event of termination / discontinuation of services/retirement you shall handover charges and surrender all documents, files, instruments, uniform, staying accommodation if any provided by the Management and any other things in your possession belonging to the organization to your head of department, failing which the organization can deduct an amount equal to the value of such items from your dues payable to you.
6. Your future increments or promotion or any other salary increment shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the Management and shall not be considered merely as a matter of right.

**Regd Off.:**

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

**Factory & Communication:**

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.







7. You shall retire from the services of the organization on attaining 58 years of age.
8. You will be eligible for leave and other benefits as per the organization rules and regulations.
9. **REPORTING AND TRANSFER:** You will be reporting to the Head of the Department or any other officer as may be delegated from time to time by the Management. You are liable to be transferred to any sections/department/project/sites/division/office/sister-concern anywhere in India as it may consider necessary at the discretion of the management from time to time, without detriment to your status or emoluments.
10. **DUTY TIME AND WEEKLY OFF:** Your duty time and weekly off will as per governed by the company policy.
11. **SECRECY:** You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
12. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to your from time to time.
13. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the organization. You shall inform the Management in case you happen to know about any subversive activities of the employee or any other person against the Organization or its interest.
14. During your employment with us, you will devote your whole time and attention to the interest of the organization and will not engage yourself in any other work either paid or in honorary capacity.
15. You shall promptly notify the Management of any changes in your residential address and civil status.
16. Your services are liable to be terminated at any time:-
  - a) If during probation or after confirmation, in case you are found to be medically unfit by the organizations authorized medical practitioner on examination.

## Regd Off.:

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

## Factory & Communication:

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.

Phone: 8108050531, Mob: 8552032548/2059

Email: [info@chintamaniengineering.com](mailto:info@chintamaniengineering.com), [sales@chintamaniengineering.com](mailto:sales@chintamaniengineering.com)





- b) If the organization comes to know about any conviction and / or any bad record in the past under the previous employer, because of your giving false information at the time of your appointment or concealed any material information or giving any false details in the application form or otherwise with regard to Age, Education, qualification, experiences and salary etc.
- c) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving by 1 Month prior notice in writing or pay the Company 30 day's salary in lieu thereof. Similarly, the company may at its discretion terminate your services by giving 1 Month notice in writing or 30 days salary in lieu thereof.

You are requested to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

For Chintamani Engineering Industries India Pvt. Ltd.



Authorised Signatory

I, Aishwarya Anant Gawandi have read the above terms and conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

Signature

CC: 1) Accounts Department

Regd Off.:

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

Factory & Communication:

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.

Phone: 8108050531, Mob: 8552032548/2059

Email: [info@chintamaniengineering.com](mailto:info@chintamaniengineering.com), [sales@chintamaniengineering.com](mailto:sales@chintamaniengineering.com)

[www.chintamaniengineering.com](http://www.chintamaniengineering.com)





Ref Appt/BCBPL/HR/06/021

Date. 07.06.2022

Ms. Aishwarya Anant Gawandi

Sub: Appointment letter.

With reference to your application and subsequent interview you had with us, we are pleased to inform that you are appointed as Sales Engineer on the following terms and conditions

**TERMS AND CONDITIONS**

1. The appointment is effective from 07/06/2022 and this date will be taken as your date of joining our organization.
2. **SALARY** : You will be paid Gross salary 12500/- Per Month.
3. Your date of birth for the purpose of organization record is entered as 19/03/1995 as per the Xerox copies of the certificates self attested & submitted by you.
4. **PROBATION**: You will be on probation for a period of 12 months from the date of your joining. During this period, your ability, conduct, performance and attendance etc will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the management. During probation or after confirmation your services can be terminated /discontinued through a one month notice in writing or one month's gross salary in lieu there off on either side.
5. In the event of termination / discontinuation of services/retirement you shall handover charges and surrender all documents, files, instruments, uniform, staying accommodation if any provided by the Management and any other things in your possession belonging to the organization to your head of department, failing which the organization can deduct an amount equal to the value of such items from your dues payable to you.
6. Your future increments or promotion or any other salary increment shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the Management and shall not be considered merely as a matter of right.

**Regd Off.:**

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

**Factory & Communication:**

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.







7. You shall retire from the services of the organization on attaining 58 years of age.
8. You will be eligible for leave and other benefits as per the organization rules and regulations.
9. **REPORTING AND TRANSFER:** You will be reporting to the Head of the Department or any other officer as may be delegated from time to time by the Management. You are liable to be transferred to any sections/department/project/sites/division/office/sister-concern anywhere in India as it may consider necessary at the discretion of the management from time to time, without detriment to your status or emoluments.
10. **DUTY TIME AND WEEKLY OFF:** Your duty time and weekly off will as per governed by the company policy.
11. **SECRECY:** You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
12. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to your from time to time.
13. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the organization. You shall inform the Management in case you happen to know about any subversive activities of the employee or any other person against the Organization or its interest.
14. During your employment with us, you will devote your whole time and attention to the interest of the organization and will not engage yourself in any other work either paid or in honorary capacity.
15. You shall promptly notify the Management of any changes in your residential address and civil status.
16. Your services are liable to be terminated at any time:-
  - a) If during probation or after confirmation, in case you are found to be medically unfit by the organizations authorized medical practitioner on examination.

## Regd Off.:

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

## Factory & Communication:

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.

Phone: 8108050531, Mob: 8552032548/2059

Email: [info@chintamaniengineering.com](mailto:info@chintamaniengineering.com), [sales@chintamaniengineering.com](mailto:sales@chintamaniengineering.com)





- b) If the organization comes to know about any conviction and / or any bad record in the past under the previous employer, because of your giving false information at the time of your appointment or concealed any material information or giving any false details in the application form or otherwise with regard to Age, Education, qualification, experiences and salary etc.
- c) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving by 1 Month prior notice in writing or pay the Company 30 day's salary in lieu thereof. Similarly, the company may at its discretion terminate your services by giving 1 Month notice in writing or 30 days salary in lieu thereof.

You are requested to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

For Chintamani Engineering Industries India Pvt. Ltd.



Authorised Signatory

I, Aishwarya Anant Gawandi have read the above terms and conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

Signature

CC: 1) Accounts Department

Regd Off.:

201, New Rahul CHS Suyog, Nagar, Chule Bhabola Road, Vasai (W), Palghar - 401202

Factory & Communication:

Unit No. 1/2, Ground Floor, Munani Industrial Estate, Behind Hotel Madhura, Sativali Road Vasai (E), Palghar - 401208.

Phone: 8108050531, Mob: 8552032548/2059

Email: [info@chintamaniengineering.com](mailto:info@chintamaniengineering.com), [sales@chintamaniengineering.com](mailto:sales@chintamaniengineering.com)

[www.chintamaniengineering.com](http://www.chintamaniengineering.com)



## Letter of Appointment

Doc No: PPPL/HR/TAL/2022-41

Date 01<sup>st</sup> October 2022

To,  
Mr.Nitin Dinesh Bhasara  
Bajarpada Dhundhalwadi,  
Tal:Dahanu,  
Talasari  
Maharashtra 401606

Dear Mr.Nitin,

We are pleased to appoint you in our organization as "Trainee Engineer – Maintenance" with Monthly Gross Salary (Cost to the Company) of Rs 14,000/- p.m.( Rupees Fourteen Thousand Only) wef 01<sup>st</sup> October 2022. You will be located at Talasari Plant.

You will be reporting to "Manager–Maintenance".

We wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming leaders in our industry. We assure you of our support for your professional development and growth.

Your employment will be governed by the Terms & Conditions as detailed in "Annexure- A"

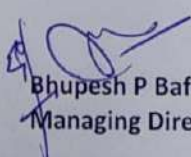
You will be paid Gross Salary per annum as detailed in "Annexure –B"

Your appointment has been made based on information and documents furnished by you in your application. In case the said particulars are found to be incomplete or incorrect or that you have concealed or withheld some other relevant fact, the Management shall terminate your services without any notice.

Please sign and return duplicate copy of this letter in token of your acceptance.

For Polyset Plastics Private Limited

Accepted,

  
Bhupesh P Bafna  
Managing Director

Mr. Nitin Dinesh Bhasara

Doc No: PPPL/HR/TAL/2022-41

01<sup>st</sup> October 2022

Mr.Nitin Dinesh Bhasara

Page 1 of 5







Ref. No. 2022-23

Date: - 16<sup>th</sup> August 2022

To,  
**Mr. Nishant Ramesh Chavan**  
D-403, Sai Charan Darshan,  
Indralok Phase-2, Thane,  
Bhayandar (East) - 401107

### LETTER OF ENGAGEMENT

We are pleased to offer you an appointment as **Professional Fixed Term (FA)** in Tata Motors Limited, **Pune** for a fixed term on the following terms and conditions with effect from **6<sup>th</sup> September 2022**.

#### **1. TERM OF ENGAGEMENT**

- a. It is categorically brought to your notice that your engagement will be for a fixed term and will come to an end after completion of one year i.e. on **6<sup>th</sup> September 2023** from the date of commencement of your engagement i.e. on **6<sup>th</sup> September 2022** and no further notice in this connection will be required to be given by the Company. Your relationship with the Company will come to an end at the expiry of the term of the said engagement i.e. on **6<sup>th</sup> September 2023**.
- b. It may please be noted that you are being engaged in CVBU at **Pune**. The work on the said Project is likely to continue for a maximum period of one year and hence, you are being engaged for a specific purpose and for a specific period. It may also be noted that in case the above project comes to an end before completion of the period of one year then your engagement with the Company will automatically end. Similarly, due to any circumstances in case the work on the above Project gets extended beyond a period of one year, and your skills are required by the Company then your engagement will be extended for such further period by way of issuing an extension letter to that effect.

#### **2. SALARY**

You shall be paid emoluments as shown in Annexure 'A' to this letter of engagement. Besides this amount, you will not be eligible for any other payment or benefits.

#### **3. DUTIES AND RESPONSIBILITIES**

- a. You will be subject to the rules of the establishment as applicable from time to time and the prevailing laws applicable to you.

**Authorized Signatory (TML)**

**Signature of Candidate**

**TATA MOTORS LIMITED**

Geetanil 13-19 Nagindas Master Road Hutatma Chowk Mumbai 400 001  
Tel: 91 22 6656 1600 Fax: 91 22 6656 1645 www.tatamotors.com CIN L28920MH1945PLC004520  
Registered Office Bombay House 24 Homi Mody Street Mumbai 400 001



- b. You will be required to attend duties as and when required at timings in any shift, at present in existence or which may be started subsequently or which may be nominated by the Company as per its requirements.
- c. It should not be presumed that the scope of your duties is circumscribed or limited by designation and it should be clearly understood that we reserve to ourselves the absolute right to allot you any type of duties whatsoever consistent with the work requirements and the nature of your engagement.
- d. Your position is a whole time engagement with the Company and you shall not take up any other work or remuneration, part time or otherwise, without prior written permission of the Company. You will also not work without the prior written permission of the Company elsewhere with or without remuneration in your spare time in any capacity whatsoever.
- e. Throughout the continuance of your engagement with the Company, you should be medically fit and free from any disease. It will be open for the Company to require you to undergo such medical test as may be determined and in the event the Company finds it unsuitable for you to be continued on medical grounds then the decision of the Company in that case shall be final and your engagement will be liable to be terminated.
- f. In the event you desire to take any educational course, it shall be binding on you to inform the Company in advance regarding the same.
- g. You will not without the consent of the Company disclose or divulge or make public, except on legal obligations, any information regarding Company matters and demonstrations on research carried out, whether the same be confined to you or become known to you in the course of your engagement or otherwise.
- h. You shall observe strict secrecy regarding the business of the Company and shall not divulge directly or indirectly or disclose to any person any affairs or any information regarding the Company. You shall also not publish any written articles or deliver any talk or give any interview on any subject related to the Company.
- i. You shall be responsible for safe keeping and return in good condition and order, the Company's property which may be in your use/custody/care or charge. The Company reserves the right to deduct money value of all such items from your emoluments and/or take such action as it deems proper in the event of your failure to account for them to the satisfaction of the Company.
- j. During the course of your engagement with the Company, you are expected to work with your colleagues, superiors, juniors in your department as well as those from other departments, in harmony. You are required to maintain discipline. You are required to develop skills as per the Company standards, policies and benchmarks designed from time to time.



**Authorized Signatory (TML)**

**Signature of Candidate**





- k. The Company has a zero tolerance policy towards religious, racial, gender discrimination, slurs, innuendoes or any such remark which would hurt the sentiments of any person and disturb the harmony in the Company. If you are found indulging in such acts, your engagement is liable to be terminated without any notice.
- l. You shall be required to enter into agreements with the Company time and again in accordance with the prevailing Company policy. You will be bound by all existing/new Company policies as amended/formulated from time to time.
- m. During your contractual engagement with Company, the Company may at its discretion extend facilities, as per applicable terms and conditions to you like canteen, transport etc.
- n. Your engagement would involve planning, implementation and supervision of actions for the current Project. You are expected to apply your discretion judiciously while prioritizing your actions required and to be undertaken for the Project.
- o. The Tata Code of Conduct would be binding on you, a copy of which has been made available to you.
- p. The nature of your assignment during the course of the Project is primarily of non-bargain able category and hence the general rules and conditions as applicable to the non-bargain able category of employees shall apply to you.
- q. The monthly payment, which would be made to you in respect of your engagement, shall be subject to the rules and conditions as per applicable laws.
- r. You are required to make a declaration in the enclosed form (Annexure B), whether you are in any way related to or you have business connections with any of the Directors of the Company.
- s. If on account of change in any enactment / legislation, in case you are entitled to any additional benefit(s), then the same shall be adjusted from the total emoluments payable to you.
- t. At the time of joining, please bring with you all relevant qualification certificates, mark sheets and relieving certificate from the last employer, two copies of recent passport size photographs, Aadhar Card, PAN Card and all other documents required by the Company as intimated to you.

**Authorized Signatory (TML)**

**Signature of Candidate**



#### 4. TRANSFER

During the tenure of your engagement with the Company, you will be liable to be transferred to any Department, Section, Establishment of the Company, Establishment which may be newly established after your joining or at any other place considering the need of the Project for which you are engaged. You will be covered by the rules and regulations and the terms and conditions applicable at the place where you shall be posted/transferred/deputed.

#### 5. LEAVE

You will be allowed leave as per the current notifications of the Company and as per the notifications issued from time to time. You shall also fully abide by the travel and deputation rules as notified by the Company from time to time.

#### 6. TERMINATION

This letter of engagement is being issued to you on the clear understanding that there is nothing on your past record which would have prevented the Management from offering you the present engagement. If, however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the Company is false or if you have willfully suppressed any material information, in such a case your engagement with the Company will be terminated, forthwith, without any notice.

Your engagement can be terminated for any reason whatsoever by giving you one month's notice or salary in lieu thereof. In the event you wish to resign from the services of the Company you are liable to serve one month's notice or salary in lieu thereof. The Company shall have the discretion to relieve you during the notice period by paying salary for the balance notice period.

Your engagement is liable to be terminated without notice or payout in lieu thereof for any case of misconduct, disloyalty or commission of any act involving moral turpitude, indiscipline or inefficiency.

#### 7. PROVIDENT FUND

The Company is complying under the Employees' Provident Fund Scheme, 1952 and the Employees' Deposit Linked Insurance Scheme, 1976 and you will be covered under the same. Please intimate to us in writing your UAN number and submit UAN card and proof of Aadhar UAN KYC along with Form 11 in order to enroll you as a member of the said Scheme. If no reply is received from you, your provident fund case will be treated as if you are not an existing member of The Employees' Provident Fund Scheme & The Employees' Deposit Linked Insurance Scheme and a new UAN will be generated on your behalf and the Company shall not thereafter be liable for any consequences whatsoever in this regard.



**Authorized Signatory (TML)**

**Signature of Candidate**



## 8. CONFIDENTIALITY

You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, special manufacturing techniques, secret processes and the like which may come to your knowledge during the period of your engagement. Your obligation to keep such information confidential shall remain even on termination of your engagement.

## 9. INTELLECTUAL PROPERTY RIGHT

- a. You acknowledge that you have been engaged, in part, for the purpose of creating ideas and material that are useful for the business of the Company. You acknowledge that the Company is the owner of the Intellectual Property rights associated with these ideas and materials and you will sign any assignments necessary to transfer or confirm the assignment of such ownership.
- b. You shall disclose promptly to your supervisor, all trade secrets, confidential information ("Trade Secrets" and "Confidential Information" means the information provided by and designated as a trade secret or as confidential information in writing by the Company), inventions, designs, copyrightable works and trade marks ("Intellectual Property") you may create, either by yourself or in cooperation with others, during the period of your engagement.
- c. You shall keep written or electronic records of the Intellectual Property you create and you acknowledge that such records are the property of the Company.
- d. You shall not use any Confidential Information or Trade Secrets which you may receive or create during the course of your engagement for any other purpose nor disclose at any time from the date your engagement ends, unless you have the prior written permission of the Company.
- e. You acknowledge that the Company is the first owner of copyright in all copyrightable works you create in the period of your engagement. To confirm ownership in the copyright, you hereby assign to the Company, your entire right, title and interest in India and throughout the world in and to the copyright as well as the right to receive copyright registrations for such works.
- f. You hereby waive, as against the Company, its successors, assigns and licensees, all moral rights which you have or will acquire in respect of the copyrighted works. You agree to enforce the moral rights as against others as directed by and at the cost of the Company or its successor-in-title of the copyright in the works.
- g. You acknowledge that the Company is the owner of inventions you make in the period of your engagement. To confirm this ownership, you hereby assign to the Company your entire right, title and interest in India and throughout the world, in and to any such inventions, as well as your entire right, title and interest in and to any patent applications which may be filed with respect to such inventions including any and all divisional applications, and any and all patents which may issue or be re-issued for such inventions.



Authorized Signatory (TML)

Signature of Candidate

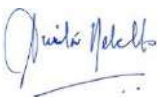


- h. You agree to execute any further assignments, applications or other documents as requested by the Company, its successors, assigns or legal representatives, to obtain any and all copyright registrations or patents for the inventions and transfer or record the transfer of their ownership to the Company, its successors, assigns or legal representatives.
- i. You acknowledge that the Company is the first owner of the design rights in all design works you create in the period of your engagement. To confirm ownership in the design, you hereby assign to the Company, your entire right, title and interest in India and throughout the world in and to the design as well as the right to receive design registrations for such works.
- j. You acknowledge the absolute ownership of the Company on the trademarks, trade-names, Logos, and trade descriptions belonging to or owned by the Company or owned by Tata Sons Ltd., in respect of which the Company is the registered or the permitted user, and used on or in relation to the Products and Services or in catalogues or technical literature of the Company or elsewhere.
- k. You will do nothing to prejudice damage or contest the validity of the Trademarks, trade-names, Logos and trade descriptions or goodwill associated with them.
- l. You will co-operate fully with the Company in protection and defense of the Company's Intellectual Property Rights (IPRs) which will be undertaken by the Company
- m. To protect the Company against any allegation of copyright infringement by the unauthorized use of computer programs or data of others, you agree that you will not use or copy any computer program or data on the Company computer system without the prior written authorization of the Company.

#### 10. NOT TO INDULGE IN SIMILAR ACTIVITIES

You agree that you shall not for a period of one year from the date of cessation of your engagement with the Company for any reason whatsoever –

- i. Engage in or be associated with any person, firm or body corporate where the duties to be performed or discharged by you are based and/or substantially based on Tata Motor's proprietary and/or Confidential information/knowledge
- ii. Offer to employ or endeavor to entice away from the Company any person who is employed with the Company
- iii. Canvas or solicit or endeavor to solicit the business in competition with the Business of the Company from any person, firm or the Company who is the customer or client of the Company
- iv. Interfere or dissuade or discourage any person, firm or the Company from dealing with the Company



Authorized Signatory (TML)

Signature of Candidate





**11. STATUTORY COMPLIANCE**

The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operation including insider trading regulations

**12. SOCIAL MEDIA**

You will abide by the Company guidelines on Social Media Policy during and after the employment. The guidelines are posted on the Company internal portals and you can access the same upon joining. The guidelines provide detail information on employee participation on social media, code of conduct, confidentiality, monitoring, reporting and disciplinary action. If any content violates the Tata Code of Conduct, the Social Media Policy or Tata Group Social Media Policy, the organisation reserves the right to seek clarifications and ask you to modify, or delete the content.

The organisation may take appropriate remedial or disciplinary action if there is a violation of the Policy or the Code of Conduct.

**13. SAFETY AND HEALTH**

You will comply with the Safety and Health Policies of the Company from time to time and also comply with the guidance/measures, which may be issued for observance by the employees from time to time. Any violation of the Policies or any guidance/measure there under will entail strict disciplinary action.

**14. OTHERS**

- i. You are required to keep and render a faithful account of all properties of the company entrusted to you during this contractual engagement.
- ii. All the payments by the Company or any recovery of dues from you will be subject to prevailing statutory taxes and same will be borne by you, unless specifically mentioned in the contract

Please send the duly signed copy of the duplicate offer document to the undersigned as a sign of your acceptance of the offer, latest by **6<sup>th</sup> September 2022**, failing which the offer shall stand withdrawn without any notice.

Yours sincerely,  
For Tata Motors Ltd.



**Sunita Rebello**  
**Senior General Manager**  
**Head Talent Acquisition**  
**Tata Motors Limited**





I have fully understood the terms and conditions mentioned in the above said engagement letter. I agree with the same. I have put my signature herein below as a token of my having accepted the said terms and conditions and state that the same would remain binding on me during the tenure of my engagement. I shall report for "period contract engagement" on **6<sup>th</sup> September 2022**.

Date: 6<sup>th</sup> September 2022

Signature : \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'Pratik Patel'.

Authorized Signatory



**ANNEXURE – I**

Contract Fee Statement			
DESIGNATION:	Professional Fixed Term (FA)		
LOCATION:	Pune		
Salary Head	Monthly	Annual	Remarks
Basic	10125	121500	
HRA	5063	60750	
Flexi pays	5814	69762	Flexi Pay (Taxable)
Provident Fund	1800	21600	As per PF norms
Total Fix Pay	22801	273612	
Sales Incentive	0	0	
Total Targeted Income	22801	273612	
Subsidised food will be provided by the company			



Authorized Signatory (TML)

Signature of Candidate



Ref No: Eff/HR-AI/129/22-23

Date: 20/02/2023

Ms. Sonam Upadhyay  
At.152, Sai nagar, Welfare Society, Santosh Bhavan,  
Nalasopara(East) Palghar-401209

Sub: APPOINTMENT LETTER

To,

Dear Ms. Sonam Upadhyay,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **"Designation – Jr. Executive-Assembly"** from **20<sup>th</sup> Feb 2023** with the following terms and conditions.

**01 PLACE OF POSTING**

You will be posted at our **Manufacturing Unit Virar**. However, during employment of the Company, you may be posted/ transferred to a offices/projects/Divisions/departments/units of the Company existing or to be set at any other location in India or abroad, without any additional remuneration. Your date of joining will be with effect from the day you joined the Company.

**02 PROBATION**

You will be under probation for a period of 1 year from the date of joining. The Company may at its discretion extend the probation period in the event of you being found unsuitable after the stipulated probation period. Confirmation of service will be given in writing only after successful completion of probation period. No notice is required from either side in case of termination of appointment during probation period.

**03 MEDICAL FITNESS AND VERIFICATION OF PATRICULARS**

Your appointment is subject to:

- a) Your being declared medically fit by a Medical Officer or by a doctor Specified by the Company and you're continuing to remain medically fit. The Management has the right to get you medically examined by any Certified Medical Practioner during the period of service. In case you are Found medically unfit to continue with the job, you will lose your lien on the job.
- b) In case particulars mentioned in your application are found false, not Authentic or without documentary proof, your service would be liable for termination at any time without any notice or any compensation in lieu thereof





## **04 SALARY AND ALLOWANCES**

Your salary and allowances shall be as per annexure enclosed.

## **05 INCREMENTS**

Your increment and future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the management.

## **06 DUTIES AND RESPONSIBILITIES**

- a. The Company will expect you to work with a high standard of integrity,
  - a. Initiative, efficiency and economy.
- b. You will devote your entire time and attention to the work of the Company
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor disclose to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's process, technical know-how, security arrangements, administrative and/or organizational matters of a confidential nature, which may be your privilege to know by virtue of your being the Company's employee.
- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable to Company to perform the services. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of the employment.
- f. During the period of your employment in the Company and 36 months thereafter you shall not carry on or be engaged or concerned or interested or actively seek business opportunities or place of profit which compete or may compete directly with the company. You shall also not solicit customers of the company or engaged or employed or contact with a view of doing so any person who has been employee/officer or manager of the company. You shall also not do or say anything which is harmful to the reputation to the company or materially affects its existing business relationship with any person.







- a. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in the company's service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for the Company's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of such discovery, invention, process or improvement so the benefit thereof shall accrue to the Company and you will execute and do all instruments, acts, deeds and things, which may be required by the Company for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in the Company's favour or in favour of such other person or persons, firms or companies, as Company may direct as the sole beneficiary thereof
- g. You will not enter into any commitment or dealings on behalf of the Company for which you have no express authority not alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior sanction of the Company or those in authority over you.
- h. You shall abide by code of ethics/conduct of the Company as existing from time to time.
- i. You shall be fully responsible for timely compliances of all applicable statutes, laws, rules, regulations, procedures of central/state government, semi-government, autonomous/appropriate authorities/bodies and institutions that may be required by your position at any given point of time.

**This inter-alia shall include:**

- i. I am keeping yourself aware and updated on all applicable statutes, laws, rules, regulations, and procedures as above
- ii. Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc.
- iii. Timely filing of all returns/documents/information/particulars to concerned authorities
- iv. Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations, and procedures thereof
- v. Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations, and procedures, etc.
- vi. Keeping the management appraised of the compliance made with proof in support there
- a) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to access on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.





## 07) TERMINATION OF PERMANENT SERVICE

- a) You will automatically retire from the service of the Company on attaining the superannuation age of 58 years.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you :
  - i) return to work within 8 days from the commencement of such absence and
  - ii) give an explanation to the satisfaction of the Management regarding such absence
- c) In the event of any misconduct, the company reserves the right to take Appropriate disciplinary action as it may deem fit.
- d) Either party may terminate the appointment by giving to the other **1 months' notice** or payment of salary (Basic, DA, ADA) in lieu thereof.

## 08) GENERAL

- a) You may be selected and sponsored by the Company for familiarization/ Training assignments either in-house or with the Company's Technical Collaborators or any other institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignments and the cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you.
- b) You are expected to keep yourself updated in relevant professional/ Technical knowledge and to pass such competence test as may be required by the Company from time to time
- c) The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules or orders of the company that may come in force from time to time
- d) Your date of birth mentioned in the Matriculation/Higher Secondary certificate will be deemed to be the conclusive proof of your date of birth
- e) you will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you
- f) You will hand over the charge of Letter of Authority and / or Power of Attorney issued to you and also any property/material of the company in your possession at time of cessation of your employment with the company.
- g) The present designation is subject to change depending upon work assignment from time to time. Your compensation structure can be restructured at any time protecting the gross salary.
- h) Your appointment is subject to your acceptance of Company's Corporate manual and employee manual.



i) You are required to submit the following documents:

- 1) Certificate in support of your education/professional qualification, Experience, date of birth and other testimonials in original together with copies thereof
- 2) Two copies of your passport size photograph

Acceptance letter and all future correspondence should be addressed to:

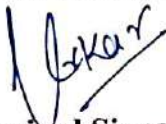
Human Resource Department

Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same

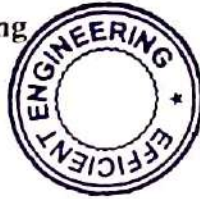
We look forward to a long, successful and pleasant association.

Sincerely yours,

For Efficient Engineering



Authorized Signatory



## ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same. I further confirm that I shall be joining in your Company on

Signature : 

Date : 20/02/2023

Name : Ms. Sonam Upadhyay





Ref No: Eff/HR-AL/129/22-23

Date: 20/02/2023

Date: 20/02/2023

CTC BREAK-UP		
Name	: Sonam Upadhyay	
Department	: Assembly	
Designation	: Jr. Executive	
COMPENSATION STRUCTURE		
Components	Monthly	Annually
Basic	9,000	1,08,000
H.R.A	4,500	54,000
Special Allowances	4,500	54,000
Uniform Allowances	0	-
Monthly Gross	18,000	2,16,000
(Less) Provident Fund (Employees share)	1,620	19,440
(Less) ESIC (Employees share)	135	1,620
(Less)Prof Tax	200	2,500
Deduction (monthly)	1,955	23,560
Net Salary In hand (Monthly)	16,045	1,92,440
Provident Fund (Employers share)	1,620	19,440
ESIC(Employers Share)	585	7,020
Gratuity	865	10,385
Total Fixed CTC	21,070	2,52,845
Performance Base Incentive		-
<b>COST TO COMPANY</b>	<b>21,070</b>	<b>2,52,845</b>

Others & Perquisite:

1. Bonus & Gratuity shall be paid as per the prevailing law & eligibility.
2. All other deduction such as TDS will be deducted as per the prevailing law.


(Authorized Signatory)

Note: - This statement is only for the purpose of calculation and illustrative in nature.

# EFFICIENT ENGINEERING

RESPONSIBLE, RELIABLE, VALUE DRIVEN



Plot No.49, HDIL Industrial Park, Chandansar, Virar (E),  
Palghar - 401305, India Tel: +91 7798852345

Date:- 01.02.2023

Ms. Sonam Upadhyay,

**Sub: Offer Letter**

Dear Ms. Sonam Upadhyay,

With the reference to your application and subsequent interview discussion, you had with us, we are pleased to offer you the position of 'Jr. Executive- Assembly' in our organization at Efficient Engineering, Virar.

You are required to produce the following documents on joining.

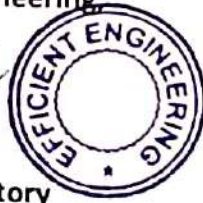
1. Passport size photograph (2)
2. Copy of academic professional Certificates
3. Copy of ID proof
4. Copy of Address proof
5. Copy of Appointment, relieving letter of the previous company
6. Copy of last drawn Salary certificate

Your CTC will be Rs.2,52,845/-

Kindly confirm your acceptance of our offer 04<sup>th</sup> Feb 2022, also mention your date of joining. We expect you to join us at the earliest, looking forward to welcoming you in our team.

Best wishes,

For Efficient Engineering



Authorized Signatory







SHUBHLAXMI®

# SHUBHLAXMI METALS AND TUBES PVT. LTD.

MANUFACTURERS OF STAINLESS STEEL SEAMLESS, WELDED PIPES, TUBES & 'U' TUBES

## Appointment Letter

Date: 14/12/2022

Ref. No: SMT/APP/2022/019

To,  
Mr. Mahesh Subhash Dongarkar ,  
Umbergaon, Gujarat.

Dear Mr. Mahesh Subhash Dongarkar ,

We are pleased to appoint you as **Assistant in Quality office Department** in our Organization w.e.f. **18/12/2022** based at Umbergaon, Gujarat. Although, the working location will be at Umbergaon but your services will be transferable within our group companies anywhere in India.

You will be paid compensation as mutually agreed at the time of joining. In the year of joining and leaving the company, the committed ~~₹~~ **13000 Per Month** will be prorated based on number of days you are in employment of the company.

We assure you a professional working environment and conducive atmosphere to produce expected results. If at any point of time, you are found to engage yourself in activities detrimental to the growth of the Organization, we would not hesitate to give you a feedback and our actions would be in complete accordance with the Company Rules and Regulations.

We would like to remind you to submit photocopy of all your testimonial, academic records and documents for office record at the earliest.

We hope that your tenure at our Organization would be a mutually rewarding experience. We wish you success and would render full support in your pursuits of Organizational objectives.

### Terms & Conditions:

1. **Medical fitness:** Your appointment will be subject to you being found medically fit by the approved medical authority. Organization may ask you to conduct the medical test and submit the report in support to your fitness whenever finds necessary looking at your medical conditions.
2. **Probation:** You will be kept on probation for a period of six months from the date of joining of duty.
  - 2.1 The Management reserves the right to extend or curtail the period of probation depending upon your performance during the probation period. During this period your services would be terminated without giving any notice/notice pay or assigning any reason. During probation period Resignation / Termination clause (as mentioned in this letter) will be applicable to resign from the services.

Regd. Office : 3/A, R. K. Wadi,  
1st Parsiwada Lane,  
Mumbai - 4. Maharashtra, India.  
Ph. : +91-22-2389 3301 / 02 / 03  
Fax : +91-22-2386 4199  
Email : sales@shubhlaxmigroup.com



ISO 9001 : 2008 CERTIFIED CO.  
ISO 14001 : 2004 CERTIFIED CO.  
PED 97 / 2013 CERTIFIED CO.  
AD 2009 / 2010 SHUBHLAXMI METALS AND TUBES PVT. LTD.  
GATE REC'D POST OFFICE HOUSE

www.shubhlaxmigroup.com

Works : Plot No. 9, 10, 11  
Survey No. 88/1, 94/3 & 89/P1/27,  
New G.I.D.C., Near New Petrol Pump,  
Umbergaon - 396 171, Gujarat, India.  
Tel. : +91-260-3295303 / 2561717 / 8  
Fax : +91-260-2561717  
E-mail : works@shubhlaxmigroup.com

Our Ref: CWS/Appointment/Mumbai-Dec-22-04

Dated: December 7<sup>th</sup>, 2022

To,

Mr. Nitesh Arjun Sutar,  
Shiv Shankar Welfare Sangh No.2,  
Room No.33, Maheshwar Nagar,  
Appa Pada, Kurar Village,  
VTC: Malad East,  
Dist : Mumbai  
Maharashtra – 400 097.

Contact No. +91 9653438920 / 9702849644 (Father's)  
Email ID : [nitesh.a.sutar590@gmail.com](mailto:nitesh.a.sutar590@gmail.com)

**Sub: Appointment for the Post of Trainee Sales Engineer.**

Dear Mr. Nitesh,

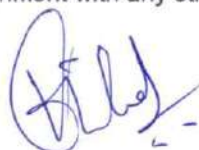
With reference to your interview conducted by us at our Andheri Office, we are pleased to offer you a salary from 19<sup>th</sup> December 2022 onwards with the following terms and conditions as a **"Trainee Sales Engineer"**. You will be reporting to Mr. Dhruv M. Kocha, Marketing Manager, for routine work & will report to Mr. Milin M. Kocha, Director, in his absence or exigency. Your appointment shall be governed by the following terms and conditions:

1. Your salary on **CTC basis will be Rs. 1,80,000.00 on Annual basis**, with monthly break-up as per the attached sheet at Annexure I, which is inclusive of following.

- Gratuity as per applicable company rules.
- Bonus / Exgratia applicable as per company rules.

**2. TERMS AND CONDITIONS:**

- You will be presently operating from our Andheri Office at 15/AJ, Laxmi Estate, Link Road, Andheri – W, Mumbai – 400053, Maharashtra.
- In the event of your services being terminated for any reason what-so-ever or you leaving the services of the company of your own choice, you will be obliged to account in and return the property of the company if any held in your possession, custody or charge. Failure to do will result in the company withholding your salary and recovering the value of such property there from and taking such other action, as may be deemed fit.
- You will be under training for a period of Six months from the date of your joining, after which your services will be confirmed in writing if your performance is found satisfactory. However, your Training period may be extended suitably if desired by the Company for a further period as suitable to the Company. The Company may terminate your employment either during the period of your training or the extended period of training or during your tenure with the company at any time without assigning any reason what so ever.
- During the period of your employment, you shall not take up employment or any other assignment with any other company.







- It is the intention of the company to employ you at its Laxmi Estate office but the company reserves the right to transfer you to any of its other offices or plants if considered necessary.
- You will not divulge any information concerning the company or its activities and will treat as confidential all processes, activities, figures or any other information that may be known to you in the course of your duties. Infringement of this rule or any other misconduct, negligence or disobedience of the orders of your superiors will be viewed very seriously against you and your services with the company are liable to be terminated without notice or salary in lieu of notice.
- It is explicitly agreed and confirmed by you that, in case you resign of your own choice or retire or your services are terminated for any reason, you will not take up assignment with or engage yourself in part-time or full-time employment directly or indirectly with any enterprise carrying on business similar to or competing with the Company, for the next five years from the date of your leaving / termination.
- You shall bear your own Taxes. The Company shall deduct Taxes at Source and the Professional Tax from your Salary, as per the Rules of the Government, from time to time.
- For going on Duty outside the place of Employment, you shall be governed by TA / DA Rules for Executives of your equivalent rank, of the Company, as in force from time to time. The details of TA / DA shall be sent to you on your acceptance of this Offer Letter / on joining, which includes domestic and International travel.
- In case you are resigning from the services of our Company, of your own, you will have to give three months' notice period or three months' salary in lieu of that period. In such event, it is also explicitly understood and accepted by you that you shall not join any Company doing business of similar nature for a minimum period of five years from your relieving date.
- In case the Management of our Company does not require your services, then the Company shall give a one month's notice or payment in lieu of that period. All other terms and conditions shall remain the same as mentioned above and hereunder.
- You will employ yourself efficiently to the best of your ability and will devote your time to the work of the Company and will not engage yourself directly or indirectly either honorary or on remuneration any services, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear for any examination or attend classes without prior approval of the Management.
- For any service or notice of communication of whatsoever kind, you will be informed by ordinary post at the address given by you, at the time of employment or such other address, which you have hereinafter intimated to the Company. It will be your duty to intimate to the Company whenever, there is any change of your address.
- You shall make available yourself for medical examination during your employment, if so required by the Company. If you are not found medically fit, you may be terminated at any time by giving one month's notice or salary in lieu thereof.
- It is agreed that any dispute, of whatsoever nature, between you and the Company, will be referred to Arbitration as per the Indian Arbitration Act, 1940, whose decision shall be final and binding upon the parties. Further, this appointment contract shall be governed by the





Service Rules of the Company, as in force from time to time and shall not be governed by the provisions of the Industrial / Factory Dispute Act.

- In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking in writing that you were neither employed nor self-employed during such period.
- That the continuation of your service is subject to your being found and remaining medically (physically and mentally) fit.
- The company may if deemed fit send you for further training / studies / education in the subject field of its interest at its own cost and you do not have any problems with the same whenever asked for.
- You will automatically retire without any notice on your attaining the age of 60 years, unless the Company permits you to continue in service even after attaining the age of retirement.
- This Offer of Appointment is based on the information given by you in your CV / application / personal data form, and shall be considered null and void if a material error / suppression of facts, in the Company's opinion is discovered, therein at any time.
- The use of Mobile Phones is NOT permitted within the company in its working hours and the company reserves the rights to retain their personal Mobile Phones with the security during working hours.
- The Company expects good behavior within and outside the company, strict adherence to the discipline and sincerity towards your area of work and to the organization.
- You will comply with the "Employees Personnel Policy" as set by the Company and changes if any revised from time to time.
- Salary details, Annexure I, The Behaviors That May Result in Disciplinary Action, Annexure II that is part of this Appointment Letter, is found acceptable to you and a copy of the same is signed as a token of your acceptance.
- The Confidentiality Agreement, Annexure III, which is part of this Appointment Letter, is found acceptable to you and a copy of the same is signed as a token of your acceptance.
- Job Responsibilities, Annexure IV that is part of this appointment letter, is found acceptable to you and a copy of the same is signed as a token of your acceptance.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this letter, as token of your having understood and accepted the above offer of appointment.

We are pleased to welcome you to Capco Water Solutions, Laxmi Estate office and we are sure we will have a meaningful and long association.

**Yours faithfully,**

For Capco Water Solutions Pvt. Ltd.

Authorized Signatory





**ANNEXURE I**
**Salary Details**

<b>MR. NITESH ARJUN SUTAR</b>		
<b>COMPENSATION &amp; BENEFIT ELEMENTS</b>		
	<b>INCOME MONTHLY</b>	<b>INCOME YEARLY</b>
BASIC	10021	120252
DA	1600	19200
HRA	0	0
SPL ALLOW	0	0
EDU ALLOW	0	0
MEDI ALLOW	0	0
CONVY / TRANSPORT	749	8988
RELOC ALL	0	0
ACCOMO	0	0
<b>TOTAL</b>	<b>12370</b>	<b>148440</b>
<b>COMPANY'S CONTRIBUTION</b>		
BONUS/EXG	833	9996
PF/NPS	1395	16740
ESIC (IF TOTAL BELOW 21K)	402	4824
LTA	0	0
GRATUITY	0	0
<b>TOTAL</b>	<b>2630</b>	<b>31560</b>
<b>CTC</b>	<b>15000</b>	<b>180000</b>
<b>EMPLOYEE'S DEDUCTION</b>		
PF/NPS	1395	16740
P.TAX	200	2400
ESIC (IF TOTAL BELOW 21K)	93	1116
LTA	0	0
<b>TOTAL</b>	<b>1688</b>	<b>20256</b>
<b>SALARY IN HAND</b>		
RETENTION	0.00	0
<b>PAYABLE AMOUNT</b>	<b>10682</b>	<b>128184</b>






## ANNEXURE II

### Behaviors That May Result in Disciplinary Action

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including dismissal for doing so. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee behavior. This list is not exhaustive.

- Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor or department head.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other Company record or giving false information to anyone whose duty is to make such record.
- Usage of Mobile phone to either converse, for emails, accessing social media, gaming etc.
- Being repeatedly or continuously absent or late, being absent without notice or reason.
- Failing to report on the Job.
- Smoking within office premises or outside during office hours.
- Conducting oneself in any manner, which is offensive, abusive or contrary to common decency or morality; carrying out any form of harassment including sexual harassment.
- Operating company-owned vehicles, equipment or private vehicles on state business without proper license or operating any vehicle or improper manner.
- Having an unauthorized weapon, firearm or explosive in the office premises.
- Computer abuse, including but not limited to, plagiarism or programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive or annoying behavior on the computer and non-work related utilization of computer software or hardware.
- Misusing or willfully company property, funds, materials, equipment or supplies.
- Taking Tobacco /Gutka or any such product and having alcohol or drugs are offence in the company premises.
- Non-vegetarian food is not allowed to be consumed in the company premises.
- Interfering in any way with the work of others.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Company or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Company property, or willfully damaging or destroying property in any way.
- Willful violation of safety rules or Company policies.
- Using the companies physical address / email ID for employees personal correspondence including using for credit card Invoices.



### ANNEXURE III

#### Non-Solicitation/Confidentiality Agreement

I, Mr. Nitesh Ariun Sutar, recognize that Capco Water Solutions Pvt. Ltd. ("CWS") is engaged in a highly competitive industry, and that it is important for CWS to protect its trade secrets, Confidential Information and other proprietary information and related rights acquired through CWS's expenditure of time, effort and money.

Therefore, because I wish to be employed by CWS in a capacity in which I will receive and/or contribute to CWS's Confidential Information, and in consideration of the remuneration I will receive from CWS, I agree to be bound by the following terms and conditions which are so described below. I acknowledge that CWS would not have entered into this agreement and that I would not have been offered employment without my express understanding of an agreement with the confidentiality and non-solicitation provisions, which are contained in this agreement.

#### **1. Definition of Confidential Information**

In this agreement, "Confidential Information" includes confidential and proprietary information and various trade secrets including scientific, engineering and technical know-how, processes, computer software and related documentation owned or marketed by CWS or its clients, marketing strategies, customer requirements, customer lists, employees' compensation, methods of doing business, the financial affairs of CWS and other confidential business information which belongs to CWS or its clients.

#### **2. Non-Disclosure of Confidential Information**

- a. I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person other than for purposes of CWS and I will not use for my own purposes or for purposes other than those of CWS, any Confidential Information that I have acquired in relation to the business of CWS, its affiliates or the clients or either. I acknowledge that the obligation to disclose to others or use the Confidential Information continues in effect following the termination of my employment with CWS, for whatever reason, unless I obtain the prior written consent of the Chief Executive Officer or Board of Directors.
- b. I agree that upon the request of CWS, and in any event upon the termination of employment with CWS, for whatever reason, I will immediately return to CWS all of the materials, including all copies in whatever form, containing Confidential Information which are in my possession or under my control.
- c. I understand my obligations under this agreement, not to use or improperly disclose to others Confidential Information, shall remain in effect until the date upon which the Confidential Information has been publicly disclosed in a manner authorized by CWS or its affiliates or otherwise has become known to competitors of CWS, without my breaching this agreement.
- d. I understand my obligations under this agreement not to disclose to others any Confidential Information shall not apply to any Confidential Information I am required to disclose by any court or regulatory body or under applicable law provided that I shall give CWS prompt notice of any demand made of me to disclose such Confidential Information.

#### **3. Inventions**

Any inventions, patents, or intellectual property developed by the employee while employed by CWS shall be owned by CWS.







#### 4. Conflict of Interest

The employee cannot use their purchasing power to contract or purchase services, products or equipment from a firm that is owned by or associated with the employee or a relative of the employee without prior consent of the Directors of CWS. The employee cannot accept gifts, bribes, goods or services that fall outside of normal business practices and were received with the intent of influencing the purchase of goods or services from the supplier.

#### 5. Enforcement

I acknowledge and agree that damages may not be an adequate remedy to compensate CWS for any breach of my obligations contained in this agreement, and accordingly I agree that in addition to any and all other remedies available, CWS shall be entitled to obtain relief by way of a temporary or permanent injunction to enforce the obligations contained in this agreement.

#### 6. General

- a. This agreement shall be governed by the laws in India. If any provision of this agreement is wholly or partially unenforceable for any reason, such unenforceable provision or part thereof shall be deemed to be omitted from this agreement without in any way invalidating or impairing the other provisions of this agreement.
- b. This agreement constitutes the entire agreement between the parties with respect to the protection by CWS of its proprietary rights and cancels and supersedes any prior understandings and agreements between the parties. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express, implied, or statutory between the parties other than as expressly set forth in this agreement.
- c. The rights and obligations under this agreement shall survive the termination of my service to CWS and shall inure to the benefit of and shall be binding upon (i) my heirs and personal representatives and (ii) the successors and assigns of CWS.



## ANNEXURE IV

### Job Responsibilities – Trainee Sales Engineer

- Directing enquires, receiving emails, forward the emails, responding to them, forwarding sales literature.
- Manage and organize digital files.
- Co-operate and Co-ordinate with team member in creation and sustaining a team internally and externally.
- Preparing Sales Quotation.
- Review detailed technical documents for tender and organize in server.
- Prepare tender documents for submission on due date
- Assisting and coordinating sales team and management regarding pending quotations and tenders
- Follow up activity with submitted proposal
- Making outbound and proactive sales call
- Daily Sales calls as per structured format.
- Analysis as per gathered data.
- Follow-up calls for volume generation & feedback.
- Follow-up for payment recovery.
- Producing regular monthly reports and collecting information and submit monthly sales report to management.
- Prepare ISO standard internal documentation for regular updating of ISO Certificate
- Work closely with Account & Commercial, Procurement, Quality, Projects & Production team.
- Responsibility of MIS / Reporting to respective authorities

**I HAVE READ THIS AGREEMENT, UNDERSTAND IT, HAVE HAD THE OPPORTUNITY TO OBTAIN INDEPENDENT LEGAL ADVICE IN RESPECT OF IT, AND AGREE TO ALL ITS TERMS & ANNEXURES.**

**Signature & Name of Employee:** Mr. Nitesh Arjun Sutar \_\_\_\_\_

Signed, sealed and delivered in the presence of:

**Signature & Name of Witness:** Santosh S. Dangre Batach

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

**For, CAPCO WATER SOLUTIONS PVT. LTD.**

**By:** \_\_\_\_\_

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





# **MENTCO MANUFACTURING PVT LTD**

## **Appointment Letter**

**20-Mar-2023**

**Atharva Vartak**  
**195, B.A Raut Marg, Mulgaon**  
**Kumbharwadi, Vasai (w)**  
**Palghar-401201**  
**Contact No: 9890158948**  
**vatharva3@gmail.com**

**Dear Atharva Vartak,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **QC Engineer** in **Mentco Manufacturing Pvt. Ltd.**, based at our **Nalasopara Head office**. The key components of your offer are detailed as below:

**Title:** The title that you would be using both internally and externally would be **QC Engineer**

**Compensation:** You total CTC will be **INR 300600/- [ Three lakh Six Hundred ]** per month which is inclusive of fixed pay and medical insurance (if any). As for Variable Pay, based on the Managements discretion, the company reserve the right to allocate a structural component of your compensation based on your performance. The detailed break-up of your compensation is given in the Annexure for your reference.

**Joining Date:** you are expected to join us at **09.00 am** on or before **20-Mar-2023**. shift timings is **9.00 am to 6.00 pm** Monday To Saturday

**Place of work:** Your initial place of work will be **Nalasopara Head office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of the location.

### **1.TERMS & CONDITIONS:**

- a) The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b) You will be required to sign the Appointment Letter along with the Non-Disclosure Agreement with Mentco Manufacturing Pvt.Ltd, on your date of joining.

---

(S.no.215/216, plot no.7 Apple Industrial Hub pelhar, vasai palghar, Maharashtra-401208)







# **MENTCO MANUFACTURING PVT LTD**

- c) The Company's business involves operating round the clock on all days. Therefore, the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- d) You/company may terminate this agreement by providing the you/ company with thirty (30) Days prior written notice. Upon such termination, the company may at its discretion either require you to serve the notices period or relieve you immediately or pay the notices pay in lieu thereof. The notices pay that you will be required to pay the company in lieu of such notices shall be computed on the existing Annual basic salary, Flexible Benefits plan, HRA & Team Allowance prorated for the thirty (30) day period. At the time of termination, the company may require you to complete any assignment or assignments on which you were working to the satisfaction of the company before relieving you from your services. During the notice period, you not be entitled to any leave.

## **2. OTHER CONDITIONS:**

- a) Medical fitness: your appointment/employments is also subject to you being medically fit for employment.
- b) Reference checks/Background Verification: Your appointment is also subject to a satisfactory reference/ background check verification. The company shall, at its discretion conduct background/reference check verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment are condition upon the result checks. In case the result of the same checks is negative or unsatisfactory for any reason whatsoever, your offer/employment will be treated as null and void ab initio. In such eventuality, you may lieu thereof or any other remuneration (including incentives/allowances) for the period of engagement up to aforesaid date of relieving.
- C) Effect of substance Abuse: The company shall conduct a substance Abuse test either before joining the company or within a reasonable and practicable time frame after joining. Your appointment will be subject to this verification clearance. The company at is sole discretion may also conduct from time to time screening for substance abuse during the employment tenure. If the result of such screening is found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.

---

(S.no.215/216, plot no.7 Apple Industrial Hub pelhar, vasai palghar, Maharashtra-401208)





## **MENTCO MANUFACTURING PVT LTD**

- D) During your tenure if any confidential drawings or documents related to company gets leaked then employee will be terminated from the company with immediate effect without payment of any balance dues.
  - E) If employee is absent without any written communication to the HR / Quality head, then you will be terminated from the company with immediate effect without payment of any balance dues.
  - F) If any indiscipline / misbehavior / theft activities observed in the company then you will be terminated from the company with immediate effect without payment of any balance dues. And strict legal action will be taken against culprit.
  - G) Safety related PPE kit to be strictly followed within the factory premises.
  - H) Eating Tobacco / Smoking / Consuming Alcohol is strictly prohibited within the factory premise.
  - I) Any damage to company property, will be recovered from their individual account.
  - J) Paid leave will be given after completion of one year.
- ❖ You are requested to present and/or submit all original and certified copies of the following certificates and testimonials for our records:
- 1.Degree of graduation, and if you do not have it, then Provisional degree certificate/course completion certificate.
  - 2.Birth certificate from municipality
  - 3.ID proofs: PAN card, Driving License, Aadhar Card and Voter ID
  - 4.Passport Copy (if any)
  - 5.Experience Certification/Relieving letter Form your last five years employer(s) is mandatory
  - 6.Passport Size photographs-4 nos.
  - 7.Copy of the Rental Agreement-if applicable

The offer Letter is valid for 48 hours form the date of receipt of this letter. Please sign the copy of this letters as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

We Welcome you to Mentco Manufacturing Pvt Ltd. And wish you a long and successful career journey with us.

Warm Regards,

**For Mentco Manufacturing Pvt.Ltd.**

**Pradeep Sheregar**

**Accepted and Agreed**

**Atharva vartak**

---

(S.no.215/216, plot no.7 Apple Industrial Hub pelhar, vasai palghar, Maharashtra-401208)





+91 022 68728181



info@axionconnect.com

Times Square Building, D-102, Andheri - Kurla Rd,  
Marol. Andheri East. Mumbai- 400059.

Private &amp; Confidential

August 01, 2022

**Mr. Vaibhav Eknath Dalvi**

A/202, ONamaskar P.P Marg, Virat Nagar, Virar (W)-401303

Mobile Phone: +91 9545505746.

E-mail: **Vaibhav Eknath Dalvi** [vaibhavdalvi1999@gmail.com]**DEAR MR. VAIBHAV EKNATH DALVI,**

This is with reference to your application and the subsequent interviews with us; we are pleased to bring you on board for Contract opportunity with AxionConnect Infosolutions Pvt. Ltd. Your date of contract is effective from August 01, 2022.

1. Your base location is Mumbai ( initial posting and subsequent work locations will depend on project requirements from time to time).
  - a) You will be assigned to both onsite and offsite projects.
  - b) You will be also assigned a Reporting Manager, who will guide /mentor you for this period of 12 months.
  - c) Your salary will be 20,000/- per month (Twenty thousand only), including statutory deductions). Detailed stipend plan is as per the attached annexure 1.
2. Your Contract period will be 12 months from the date of joining which may be extended at the sole discretion of Company, based on your performance review which will be conducted after every 6 months. Post which the company will offer you a permanent employment with all standard benefits.
3. **Your Job Responsibilities are herein but not limited to,**
  - i. Building the understanding of the business problem and define data requirements and techniques to develop solutions.
  - ii. Perform data cleansing, aggregation, validation, and statistical Analysis on the customer data depending on project requirements. Acquire and update yourself in tools such as SAS BI / DI Studio, SAS ETL, Data Quality, BASE SAS and SAS VA.
  - iii. Responsible for taking ownership and accountability of projects and client relationships.
  - iv. Participate and conduct in meetings, workshops, and training sessions for enhance project value.
  - v. Balance analytic vigor and methods to practical business needs.
  - vi. Build effective communication and presentation skills to provide results and insights to clients and business stakeholders.
  - vii. Significantly contribute to company growth aspirations, goals, and objectives.
  - viii. Continuously improve your knowledge on software such as SAS etc...to perform your duties
4. After completion of 12 months' contract, you require to clear an evaluation by the committee of 2 evaluators.





5. Post your performance evaluation Company reserves the rights to extend your contract period or terminate your contract at any time, with or without cause and with or without notice.
6. Your compensation will be revised on completion of your contract period based on your performance review as per Company's policy and guidelines. The compensation and employee benefits prevailing at that time will be applicable.
7. At any time if you choose to resign or exit our current contractual arrangement from the services of the Company upon giving not less than one month's notice in writing on confirmation. The Company reserves the right to recover salary/ compensation in lieu of notice period or modify the notice period.
8. As a contract employee you will be receive 'temporary employment' status. As a temporary employee, you will not be entitled to any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays.
9. You will have to serve the company for Minimum period of 18 months from date August 01, 2022. In Any circumstances if you resign or leave the company before completing 18 Months, you are liable to pay 3 Months of your fixed Monthly CTC as compensation towards expenses incurred on your training.

#### General

1. During your employment, you may have access to confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
2. You will be required to sign a Non-Disclosure agreement with the Company, which shall be given to you separately. You are required to understand, commit to protect and comply with the Non-Disclosure Agreement.
3. You will devote yourself exclusively to the business and affairs of the Company, and will attend at the place of business to which you may be assigned during the usual and customary working hours, and will not absent yourself from such place without leave, except in case of illness or accident incapacitating you from attending to your duties, in which case you will notify the Company immediately and make alternate arrangements for client delivery.
4. You will not work as an outside consultant, on commission, or manage or assist or work for wages or gain or take employment or be concerned directly or indirectly in any other business, during the course of your employment with the Company.
5. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your contract would be liable for termination without any notice or compensation.







Please signify your acceptance, to all terms and conditions as also confirmation of your concurrence to adhere to the provisions of AxionConnect Infosolutions Pvt Ltd (ACIL) Non-Disclosure Agreement and the offer contained in this offer document by signing the copy of this letter of appointment.

We wish you the very best in your career with AxionConnect Infosolutions Pvt Limited

Yours Sincerely,

**For AXIONCONNECT INFOSOLUTIONS PRIVATE LIMITED**

DocuSigned by:  
*Cinetta Dsouza*  
926419CD29CE46A...

**Cinetta Dsouza**

**Assistant General Manager-HR**

ACIL verifies the identity and digital signature of the signing authority who signed the document as valid and authentic.

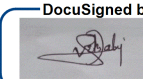


## Annexure

### Salary Structure – Vaibhav Eknath Dalvi

Salary Structure– Vaibhav Eknath Dalvi		
Particulars	Annual CTC	Monthly CTC INR
CTC	240,000	20,000
Deductions from Salary	As per IT norms	
Standard Deductions as per government tax laws		
DOJ – August 01, 2022		
<p>Kindly note that remuneration is a contract solely between you and the organization and should therefore be treated as strictly confidential. The contract employee shall be liable for strict action in case anybody is found deviating from the above.</p> <p>You will have to serve the company for Minimum period of 18 months from August 01, 2022. In Any circumstances if you resign or leave the company before completing 18 Months, you are liable to pay 3 Months of your fixed Monthly CTC as compensation towards expenses incurred on your training.</p>		

I understand and accept the above conditions of employment and digitally sign the contents of the pages.

DocuSigned by:  
  
 353ACF2C6DCE4AA...

Vaibhav Eknath Dalvi

We wish you all the best and look forward to a fruitful relationship with you.

You will be required to submit the following documentation.

1. Any one Original Marks Card / SSLC Certificate / 12th Pass Certificate. (Will be returned post verification)
2. Photocopies of Address Proof, ID Proof.
3. 2 Passport Size Photographs.
4. Any reference letters.



## ABOUT US

AxiomConnect is one of the leading services firms specializing in the area of statistical modeling for Quantative Risk, Acquisitions, Underwriting, Claims, Pricing and other business functions for various industries and associated analytic services. Our cutting edge predictive models combined with effective strategy, design have been consistently delivering huge returns for our customers.

AxiomConnect empowers organizations across all verticals to leverage data to improve business performance. Data is available today across the organization in various forms and systems. They are the fundamental building blocks for enabling business decisions, more importantly informed decisions. If appropriately correlated these together can form Powerful tools to provide insights to performance and act as early warning signals. However, this process is complex and requires high level skills, expertise and tools.

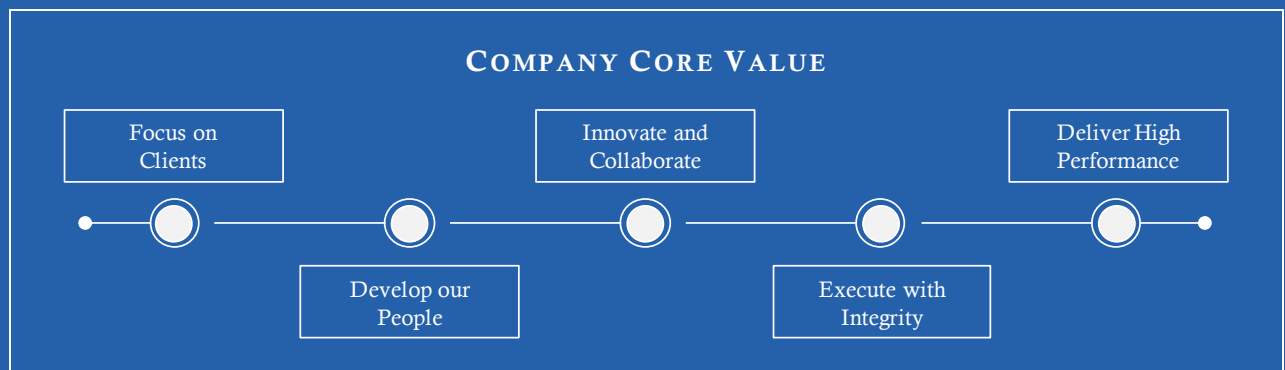
### DATA AND BUSINESS INTELLIGENCE DASHBOARD

Basel II Services	<ul style="list-style-type: none"><li>• Credit Risk – IRB (Foundation &amp; Advanced)</li><li>• Operational Risk - (The Basic Indicator Approach)</li><li>• Operational Risk -The Standardized Approach</li><li>• Operational Risk - AMA</li><li>• Retail Pooling<ul style="list-style-type: none"><li>– Historic</li><li>– Statistical</li></ul></li><li>• Stress Testing</li><li>• Basel Model Validation</li><li>• Model Documentation</li></ul>	Retail Banking Services	<ul style="list-style-type: none"><li>• Application Scoring</li><li>• Behavioral Scoring</li><li>• Value at Risk based</li><li>• Economic Capital</li><li>• Recovery/ Collection</li><li>• Credit Bureau Scoring</li><li>• Hybrid Scorecard</li><li>• Stress Testing</li><li>• Validation &amp; Calibration</li><li>• Model Performance</li><li>• Multi Bureau Origination Model</li></ul>	Insurance Analytics	<ul style="list-style-type: none"><li>• Life Underwriting Risk</li><li>• Health Underwriting Risk<ul style="list-style-type: none"><li>– SLTHealth</li><li>– Non SLT Health</li></ul></li><li>• Non Life Underwriting</li><li>• Catastrophic Risk</li><li>• Operational Risk</li><li>• Customer Acquisition</li><li>• Retention Model</li><li>• Product Pricing</li><li>• Campaign</li></ul>	Outsourcing and Trading

Customer Relationship Management and .Marketing Services

Resource Augmentation & Analytics Modeling I Training Services

### COMPANY CORE VALUE



Times Square Building, D Wing No-102, Andheri - Kurla Rd, Marol, Andheri East, Mumbai, Maharashtra- 400059





## EMPLOYEE NON-DISCLOSURE AND NON-SOLICITATION AGREEMENT

### PART I: CONFIDENTIAL INFORMATION

- a. I acknowledge that AxionConnect Infosolutions Pvt Ltd: is the exclusive owner of its Confidential Information, which includes all information regardless of its form of recording, not in the public domain, relating to:
- i) Information on customers of AxionConnect Infosolutions Pvt Ltd: names, addresses, telephone numbers, contact persons, medical information, and banking information.
  - ii) Proprietary and financial information of AxionConnect Infosolutions Pvt Ltd: prices, sales information, terms of contracts with discounts, costs, the names of the organization's suppliers and customers.
  - iii) [AxionConnect Infosolutions Pvt Ltd]'s business methods, practices, strategies, and related information including marketing and advertising, and indices, techniques, and data retention methodologies by which AxionConnect Infosolutions Pvt Ltd maintains information regarding its clients.
  - iv) All information regarding AxionConnect Infosolutions Pvt Ltd's employees and its related human resources information, including employee manuals, interviewing techniques, and training manuals.
  - v) Information received by AxionConnect Infosolutions Pvt Ltd from third persons to whom it owes a duty of confidence.
  - vi) All secrets, trade secrets, know-how, ideas, and processes of AxionConnect Infosolutions Pvt. Ltd.

### PROPRIETARY RIGHT

1. I acknowledge that all Confidential Information constitutes a proprietary right which AxionConnect Infosolutions Pvt Ltd and its affiliated organizations are entitled to protect.

### NON-DISCLOSURE

2. I agree that during my employment with AxionConnect Infosolutions Pvt Ltd or at any time thereafter, I will not disclose any Confidential Information to any person, including any competitor of AxionConnect Infosolutions Pvt Ltd, or future employer of mine. I will not use the confidential information for any purpose other than those permitted by AxionConnect Infosolutions Pvt Ltd.
3. I agree that during my employment with AxionConnect Infosolutions Pvt Ltd or at any time thereafter, I will comply with all security precautions and measures of AxionConnect Infosolutions Pvt Ltd that are intended to maintain the confidentiality of its Confidential Information and to limit its distribution to instances of a legitimate need-to-know basis that are intended to promote the best interests of the Company.
4. I agree that during my employment with AxionConnect Infosolutions Pvt Ltd or at any time thereafter, I will not make copies, summaries, or extracts of Confidential Information, nor will I remove any Confidential Information from the place of business unless authorised by AxionConnect Infosolutions Pvt Ltd.
5. I agree that during my employment with AxionConnect Infosolutions Pvt Ltd or at any time thereafter, I will not disclose any Confidential Information concerning AxionConnect Infosolutions Pvt Ltd or its affiliated corporations which could adversely affect the organization's image, reputation or value.



6. Former employer's confidential information
7. I agree that during my employment with AxionConnect Infosolutions Pvt Ltd I will not improperly use or disclose any proprietary information of any former or concurrent employer or other person or entity and I will not bring onto the premises of AxionConnect Infosolutions Pvt Ltd any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

### **RETURN EMPLOYER'S PROPERTY**

- b. I agree that on termination of my employment with AxionConnect Infosolutions Pvt Ltd or at any time AxionConnect Infosolutions Pvt Ltd may request, to promptly deliver all memoranda, notes, records, reports, manuals, and any other hard copy documents or electronic data belonging to AxionConnect Infosolutions Pvt Ltd, or containing Confidential Information, including all copies of materials I may possess or have under my control.

### **EXIT INTERVIEW**

- c. I agree that if my employment with AxionConnect Infosolutions Pvt Ltd is terminated for any reason, unless AxionConnect Infosolutions Pvt Ltd waives this requirement, I will, within one week of my leaving AxionConnect Infosolutions Pvt Ltd, review with the person designated for this purpose by AxionConnect Infosolutions Pvt Ltd, the nature and type of Confidential Information to which I have had access and I will sign an acknowledgement describing the nature and type of Confidential Information which I am duty bound not to use or disclose.

## **PART II: NON-SOLICITATION**

### **NON-SOLICITATION OF CLIENTS**

- a. I agree for a period of twelve (12) months from the date of termination of my employment with AxionConnect Infosolutions Pvt Ltd not to directly or indirectly solicit competitive business / Job Offers from any client or customer of the organization (including any potential client of AxionConnect Infosolutions Pvt Ltd) that was contacted, solicited, or served by me or about which I received confidential information while I was employed by AxionConnect Infosolutions Pvt Ltd, nor for the same period of time, will I perform services or accept any business, competitive with that of AxionConnect Infosolutions Pvt Ltd, directly or indirectly from any of the customers and clients described above, which involves me performing similar functions or acting in a similar capacity as when employed with AxionConnect Infosolutions Pvt Ltd.

### **NON-SOLICITATION OF OTHER EMPLOYEES**

- b. I agree so long as employed by AxionConnect Infosolutions Pvt Ltd and for a period of twelve (12) months after leaving for any reason whatsoever, not to directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of AxionConnect Infosolutions Pvt Ltd to terminate his or her employment with the Company or otherwise to act contrary to the interests of AxionConnect Infosolutions Pvt Ltd.





## PART III: GENERAL PROVISIONS

### NECESSARY PROTECTIONS


1. I acknowledge that the restrictions contained in this Agreement are necessary for the protection and goodwill of AxionConnect Infosolutions Pvt Ltd and I consider them to be reasonable for that purpose. I therefore agree that any breach of the terms of this Agreement is likely to cause AxionConnect Infosolutions Pvt Ltd substantial and irrevocable damage and irreparable harm. In the event of any such breach, I agree that AxionConnect Infosolutions Pvt Ltd, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive or marketing relief including interim or interlocutory relief, if demanded.

### CONTINUING OBLIGATIONS

2. I agree that the provisions of this Schedule shall survive the termination of my employment relationship however it may arise.

### SEVERABILITY

3. In the event that any provision of this Agreement or part thereof shall be deemed void, invalid, illegal or unenforceable in whole or in part, the remaining provisions or parts shall remain in full force and effect.

DocuSigned by:  
  
353ACF2C6DCE4AA...

ACIL accepts digital signature of the employee signing the document as valid and authentic.

13 August 2022 | 12:41 PM IST

Vaibhav Eknath Dalvi







January 2, 2023  
Employee SF ID – 745673

**Bhavik Sanjay THAKARE**

403, Chirag Arcade,  
R. S. Road, Chendani,  
Thane West, Maharashtra – 400601.

Dear **Bhavik**,

**Sub.: Engagement as M&O Engineering Trainee**

With reference to our offer and your acceptance thereof, we have pleasure in welcoming you to our organization and appoint you in the Company as “**M&O Engineering Trainee**” in Marine and Offshore Shared Service Center, effective **January 2, 2023** on the following terms and conditions:

**1. APPOINTMENT**

- a. You will be under training for a period of **One Year** from the date of commencement of services, which may further be extended at the discretion of the Company. At the end of the training period, depending upon your conduct, commitment, performance at work and vacancy in company based on assessment by the management, the Company will regularize your engagement in writing.
- b. During the period of traineeship including any extension thereof, your services are terminable by giving **three months** notice in writing by either side with or without assigning any reason whatsoever.

**2. PLACE OF WORK**

- a. Your immediate posting will be in **Mumbai** Office.
- b. During the traineeship at the sole discretion of the Management, you may be posted, transferred, loan to or deputed to any of the Establishments, Departments, Business or Operations of the Company, Corporate Body or Firms, Subsidiaries, Trusts, Society or Association whatsoever with which the company may have any official connection in India or abroad and will be governed by the service rules in force from time to time at the place of your posting.

**3. SALARY, EMOLUMENTS AND BENEFITS**

- a. You will receive Salary, Allowances and Benefits specifically outlined in Annexure to this letter and will be governed by the rules of the Company and applicable law.
- b. You shall not be entitled to any payment, remuneration, compensation, benefit or perquisite other than that expressly provided for herein and/or as per the Company guidelines and policies.
- c. All payments are subject to statutory deductions as per the prevailing Laws and Company Rules.
- d. On regularization you are eligible to avail leave facility according to the Company rules and/or statutory provisions as may be in force from time to time. It is clarified that in the event you cease to be in service for any reason whatsoever prior to the eligibility, you shall not be entitled to forego.

**4. NOTICE PERIOD**

Notwithstanding anything to the contrary contained herein, the Company shall be entitled to terminate forthwith, your services without any notice or payment of Basic Salary in lieu of such notice period in case of any misconduct or neglect of duty, or incompetence in the discharge of duty on your part or for the breach of any of the terms, conditions and stipulations contained herein.

Bureau Veritas Industrial Services (India) Pvt. Ltd.  
Regd. Office: 72 Business Park  
Ground Floor, Marol Industrial Area  
MIDC, Cross Road 'C', Andheri (East)  
Mumbai - 400 093. INDIA

Tel. : +91 22 62742000  
Fax : +91 22 62742008

hr@in.bureauveritas.com

www.bureauveritas.co.in

CIN: U74999MH1998PTC046117



Branches : Ahmedabad, Bangalore, Baroda  
Bhopal, Chennai, Coimbatore, Delhi, Goa  
Hubli, Hyderabad, Indore, Jaipur, Kandla  
Kochi, Kolkata, Ludhiana, Nagpur, Nashik  
Pune, Raipur, Surat, Trichy & Visakhapatnam



During the notice period, as it meant for, you shall ensure timely completion of jobs already undertaken, handing over ongoing jobs, smooth transition of job/assignment and handing over the charge. Provided, however, the Company may at its sole discretion relieve you from the services of the Company at any time during the notice period and you will be payable your salary only up to the last working day by waiving off balance notice period without any notice pay compensation.

## **5. SERVICE RULES**

- a. You shall be governed by service rules applicable as per Location of Posting, Trainee Grade, Statutory Provisions and/or Company Policies in force from time to time as the case may be. You will also abide by such rules, regulations, orders, directives and instructions as the company may frame from time to time governing the terms of Traineeship, conditions of service, working conditions, pay and allowances etc.
- b. You shall abide by Bureau Veritas Safety Guidelines, as prescribed in Quality, Health and Safety Management Systems Manual as applicable and relevant to your job.

## **6. DISCIPLINE**

- a. The Company shall have the right summarily and without notice to terminate your appointment, should you be guilty at any misconduct or breach of any of your terms of traineeship or commit any act which in the sole opinion of the company is or is likely to be detrimental to its interest or subversive of discipline or is inconsistent with your contract of traineeship expressed or implied.
- b. Your traineeship may be terminated forthwith without prior notice or compensation in lieu of that, if you shall at any time:
  - i. be in breach of Company's Code of Ethics
  - ii. be in breach of this agreement; or
  - iii. apply to be adjudicated as insolvent; or
  - iv. be adjudged an insolvent; or
  - v. be convicted by a Court of any offence involving moral turpitude and are sentenced in respect thereof; or
  - vi. indulge in grave misconduct, insubordination or indiscipline.

## **7. SOLE AND EXCLUSIVE OCCUPATION**

During your traineeship you shall devote your whole time exclusively to the duties of the Company and shall not engage yourself directly or indirectly, without the prior consent in writing of the Company, with or without remuneration in any trade, business, occupation, service or calling which is similar or substantially similar to that carried on by the Company nor shall undertake any activity which are contrary to or inconsistent either with your duties and obligations or with the Company's interest.

## **8. ETHICS & LOYALTY**

- a. You shall abide by Bureau Veritas Code of Ethics while performing the jobs entrusted to you. You are required to carefully read, understand and implement its provisions, as applicable to you. Accordingly, as an employee of the Company you must not have any personal interests which might conflict with the interests of the Company
- b. As an employee of the Company you must devote all your working time to the Company and shall during the continuance of your traineeship faithfully and diligently serve the Company. Personal affairs should be conducted in such a manner that will not conflict with the interests of the Company in any manner that would jeopardize the employee's loyalty towards the Company.
- c. As an employee of the Company you will not accept any appointment as a director or other similar position unless you have obtained the authorization of the Managing Director of the Company. Within limits compatible with the above defined principle of loyalty, the acceptance of an appointment as a director or a similar position of a non-profit or charitable organization or in professional, cultural or sports associations may be authorized by the management on your application in writing requesting the same.







## 9. CONFLICT OF INTEREST

As a trainee of the Company you shall not acquire, directly or indirectly, any interest in any supplier or competitor of the Company.

This provision shall include and apply to the spouse, children (being minors), and parents of the trainee, and / or to any other person living with you. The word "supplier" shall mean any concern, corporation or organization, regardless of its legal form, with which the Company has business relations of any type whatsoever.

## 10. CONFIDENTIALITY

- a. You shall not either during your engagement with the company and thereafter, divulge to any person whatsoever any formulae, processes, methods, compositions, ideas or any other information including computer data & licensed software concerning the business and affairs of the company or any of its dealings, transactions etc. which come to your knowledge during the course of your traineeship, or use any of the same for your own benefit.
- b. You shall fully respect and be obliged to comply with the Non Disclosure Agreement executed between the Company and its client whereby you may have access of client information by virtue of your job requirement, as the case may be, during your traineeship and thereafter.
- c. This provision shall continue to apply after the severance of service with the company for whatsoever reasons and shall cease to apply only with respect to information or knowledge which may come into the public domain without fault of the trainee.
- d. On severance of traineeship with the Company, you shall not divulge to any person any confidential business information of the Company. The Company reserves the right to assess the damage/loss suffered due to disclosure of the Company's policies, technology, business strategies, commercial information pertaining to business, customers and vendors, etc. by you and such assessed amount determined by the Company shall be final and binding on you. You are, therefore, liable to pay the amount, as assessed by the Company or must be adjusted against your settlement of dues, if any.

## 11. INTELLECTUAL PROPERTY

- a. Any document (including designs, drawings, photographs, plans, computer programs or systems, and records) written, made, devised or acquired by the employee in the course of his/her traineeship here under shall be the property of the Company. To the extent required, the employee hereby assigns any and all intellectual property rights to any of the above documents and agrees to execute any instrument, which may be required to give effect to such assignment.
- b. Upon termination of the services from the company, the employee shall remit to the company any of the above- mentioned documents, as well as any other property of the company, such as keys, badge, mobile telephone, car, data-card etc.
- c. You shall be responsible for safekeeping and return in good condition and order, all properties and/or assets, which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such property and/or other assets from your salary/terminal dues or take such other action as it may deem fit in the event of your failure to account for such property to its satisfaction.

## 12. UNDERTAKING

As a trainee you represent, warrant and agree that there is no agreement or service condition arising from your previous traineeship that would restrain, inhibit or prohibit you from taking up traineeship with the company. Recognizing the importance to the Company of the said representation, warranty and agreement, you agree to and hereby does indemnify and hold harmless at all times Company from any loss, damage, cost, expense or injury suffered or incurred by it or to which it may be exposed as a result of any breach by the aforesaid representation, warranty and agreement and/ or as a result of any inaccuracy, incompleteness or misstatement therein or falsity thereof or of any part thereof







### **13. DISCLOSURE OF INFORMATION**

- a. This appointment is subject to confirmation only on submission of proof of your date of birth, as well as Certificates, testimonials in support of your qualifications and experience.
- b. It is understood that our decision to appoint you is based on information, personal & professional, given by you in the application and during the time of the interview you had with us. If, at a later date, the information is found to be incorrect, your traineeship is liable to be terminated, without any notice or salary in lieu of notice.

### **14. TRAINING AND EDUCATION**

- a. During the period of traineeship with the Company you may be required to undergo training and/or higher education in India or abroad at the Company's expense for up - gradation of technical/functional knowledge and competence for the organisation benefit, business purpose & better client services.
- b. You will diligently and beneficially, take part in such training assignment(s). In such event, you will continue to serve the Company after completion of such training, for a minimum period as stipulated by the Company in the Training/Education Agreement signed and accepted by you. In the event of any violation of the said condition by you, you shall indemnify and keep the Company indemnified for the recovery of the sum(s), equivalent to the costs of the Training/Education fee(s), travel, accommodation, other incidental, administrative charges etc., so incurred by the Company in connection with your Training/Education. In case you are unable to pay or fail to pay the said sum to the Company, you agree and authorize the Company to recover, deduct or adjust the said sum(s) from your Salary/terminal dues and other legitimate dues payable to you. The Company reserves the right to withhold/retain the original Training/Education certificates of all the trainings undergone by you and sponsored by the Company during your traineeship with us.

### **15. MEDICAL**

Your appointment is subject to pre and/or post-traineeship medical check-up carried out by the Company's appointed Doctor. If you are found medically unfit, your appointment stands cancelled automatically. During the tenure of service in case you are found to be medically unfit to perform your normal duties, your services are liable to be terminated after being examined by the Company appointed Doctor.

### **16. BREACH OF CONTRACT AND JURISDICTION**

- a. Any act on your part which may adversely affect the Company's interests may lead to the immediate termination of your services and the company reserves the right to proceed against you under the law of the land.
- b. In the event that any provision herein shall be determined to be void or unenforceable in whole or in partly by reason of the area, duration or type or scope of matter covered by the said provision then the said provision shall be given effect to in the reduced form as may be decided by any court of competent jurisdiction.
- c. Your traineeship contract and all terms are governed from the Corporate Office of the Company at Mumbai. Therefore, in the event of any dispute / differences relating to this appointment or termination thereof, the Jurisdiction will be of the courts in Mumbai.





You are requested to make a careful note of the various terms and conditions of traineeship, which will be binding on you and the Company.

Kindly return to us the enclosed duplicate copy of this letter of appointment duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

Wishing you all the best and success in the discharge of your responsibilities.

Thanking you,

Yours faithfully,  
For **Bureau Veritas Industrial Services (India) Private Limited,**

**Lavina Das**  
**Director Human Resources - CIF**  
**South Asia Region**

**Enclosure:**      1. Annexure: Statement of Salary package & Benefits  
                         2. Job Description

I hereby accept the above-mentioned terms and conditions of traineeship, which have been carefully read and fully understood by me. The original of this letter is in my possession.

Name:

Signature:

Date:







# VAPCON MANUFACTURING ENGINEERS

*The Professionals in :*

**VENTILATION & AIR POLLUTION CONTROL**

OFFICE : L/3, LAXMI INDUSTRIAL ESTATE, NEW LINK ROAD, OFF. J.P. ROAD, ANDHERI (W), MUMBAI - 400 053.

TEL.: 6692 0304 - 6692 0305 - 6692 0306 / 2636 5033 • FAX : 91-22-2636 1253

E-mail : sales@vapcon.com / admin@vapcon.com • Website : www.vapcon.com

WORKS : HISA NO.4, SURVEY NO. 441, PART 4 & 5, MAHIM, PALGHAR - (WEST), DIST. PALGHAR, PIN-401 404.

KINDLY REPLY TO OUR OFFICE ADDRESS ONLY



VME/P-206

15<sup>th</sup> June, 2022

**Mr. Hitesh Mahadev Sakpal**  
Room No. A-05, Buddhiram Chawl  
Arunoday Society, Virar Road,  
Near Hanuman Mandir, Moregaon  
Virar, Thane-401209

Dear Sir,

1. With reference to your application for the post of **"GRADUATE TRAINEE ENGINEER"**, we are pleased to appoint you on the following terms and conditions:
2. Your appointment shall be with effect from **15-06-2022** and your designation shall be **"GRADUATE TRAINEE ENGINEER"**. You shall draw a salary of **Rs. 7,500/=** per month. You will also be paid Conveyance Allowance of **Rs. 2,500/=** and House Rent Allowance of **Rs.5,000/=** per month.
3. Your appointment shall be initially on probation for a period of 6 months and you will be confirmed thereafter subject to your performance. During the probation, your services may be terminated at 24 hours notice, without assigning any reasons. You shall be deemed to be on probation even after the probation period of 6 months, unless your services are confirmed in writing.
4. After confirmation, your services can be terminated by three months notice from either side, in writing.
5. Employees' Provident Fund Scheme is applicable in the Company. Accordingly as per EPF Act, your contribution of 12% along with Company's contribution as per act will be deposited in the provident fund office. This will be subject to rules and regulations of the Act and Company.
6. You shall be reimbursed actual medical expenses, subject to a maximum of 5% of your basic salary actually paid after confirmation of your service with the Company. This shall be subject to rules and regulations of the Company.

Contd ... 2 ...





Page 02

7. You are allowed 8 days Casual Leave in a year and Earned Leave in a year is allowed as per Factory's Act, generally 1 Day per 20 days worked. This will be subject to rules and regulations of the Company. However, you will not be allowed any leave during the probationary period. But you can avail leave accumulated during the probationary period after confirmation.
8. During the employment in the Company you shall not engage yourself in any other employment, part time or otherwise.
9. You will observe all the rules and regulations of the Company for the staff members and such other rules which will be framed from time to time by the Company, for its smooth running.
10. During your working in the Company you are likely to acquire certain information and secrets vital to the Company and you will not divulge, disclose, or make public the same except when authorized by the Company in writing or under legal obligation. Any breach of this or the clause above regarding the additional employment shall make you liable to be removed from the service without notice.
11. It is expressly understood and this forms one of the conditions of your employment in the company, that in case you leave the services of this Company, you will not join any other Company, which is manufacturing same / similar products as that of ours and or they are in competition in business with our Company. Any infringement of this clause will result in forfeiture of all your dues with the Company, including any unpaid Bonus, leave salary etc. This is besides, the right of the Company to take any further legal action against you.

This letter is being given to you in duplicate, kindly sign and returns the duplicate of this letter in token of your acceptance.

On behalf of the Company may I wish you a bright future through sincere and co-operative work to our mutual advantage.

Thanking you,

Yours faithfully,  
For VAPCON MANUFACTURING ENGINEERS

AUTHORISED SIGNATORY

I hereby accept the above terms & conditions

Hitesh

HITESH MAHADEO SAKPAL



Name of the Employee : Mr.Sahil Parab  
Designation : Trainee Engineer  
Department : Projects / Design Department  
Date of Joining : 01.11.2022

	Mr.Sahil Parab	
<b>Annual Cost To Company</b>	<b>232,053</b>	
<b>Monthly Cost To Company</b>		<b>19,338</b>
Employer Contribution to Govt Dept	<b>28,688</b>	2,391
Employee Contribution to Govt Dept	<b>23367</b>	1,947
Net Inhand Salary	<b>179,999</b>	<b>15,000</b>
<b>Salary Components</b>	<b>Annual CTC</b>	<b>Monthly CTC</b>
Basic Salary + DA	162,012	13501
House Rent Allowance	16,201	1350
Conveyance Allowance	-	
Medical Allowance	-	
CCA	25,152	2096
<b>Total Gross (a)</b>	<b>203,365</b>	<b>16,947</b>
- Employee PF	19,441	1620
- ESI (if applicable) Employee Contribution	1,525	127
- PT (if applicable) *	2,400	200
- IT **(As per note below)	-	0
- Deductions (b)	<b>23,367</b>	<b>1,947</b>
<b>Net Inhand Salary</b>	<b>179,999</b>	<b>15,000</b>

\*Professional Tax will be deducted as per state government regulations.

\*\*Income Tax will be deducted as per government rules and regulations from the above Net Pay.

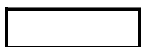
For EXTINCT FIRE ENGINEER PVT. LTD.

Mr.Sahil Parab

AUTHORISED SIGNATORY

ACCEPTED







# **Chintamani Engineering Industries India Pvt. Ltd.**

Unit No.01& 02, Gr. Floor, Munani Indl. Estate, Behind madhura Hotel

Waliv-Sativali Road, Vasai (E), District-Palghar, Pin -401208. Cell: 08552032548

E-mail:- [info@chintamaniengineering.com](mailto:info@chintamaniengineering.com) Website: [www.chintamaniengineering.com](http://www.chintamaniengineering.com)



Ref Appt/BCBPL/HR/06/023

Date. 07.06.2022

Mr. Rohit Hari Patil

Sub: Appointment letter.

With reference to your application and subsequent interview you had with us, we are pleased to inform that you are appointed as QC Engineer on the following terms and conditions

## **TERMS AND CONDITIONS**

1. The appointment is effective from 07/06/2022 and this date will be taken as your date of joining our organization.
2. SALARY : You will be paid Gross salary 12500/- Per Month.
3. Your date of birth for the purpose of organization record is entered as 25/05/2001 as per the Xerox copies of the certificates self attested & submitted by you.
4. PROBATION: You will be on probation for a period of 6 months from the date of your joining. During this period, your ability, conduct, performance and attendance etc will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the management. During probation or after confirmation your services can be terminated /discontinued through a one month notice in writing or one month's gross salary in lieu there off on either side.
5. In the event of termination / discontinuation of services/retirement you shall handover charges and surrender all documents, files, instruments, uniform, staying accommodation if any provided by the Management and any other things in your possession belonging to the organization to your head of department, failing which the organization can deduct an amount equal to the value of such items from your dues payable to you.
6. Your future increments or promotion or any other salary increment shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the Management and shall not be considered merely as a matter of right.





7. You shall retire from the services of the organization on attaining 58 years of age.
8. You will be eligible for leave and other benefits as per the organization rules and regulations.
9. REPORTING AND TRANSFER: You will be reporting to the Head of the Department or any other officer as may be delegated from time to time by the Management. You are liable to be transferred to any sections/ department/project/sites/division/office/sister-concern anywhere in India as it may consider necessary at the discretion of the management from time to time, without detriment to your status or emoluments.
10. DUTY TIME AND WEEKLY OFF: Your duty time and weekly off will as per governed by the company policy.
11. SECRECY: You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
12. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to your from time to time.
13. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the organization. You shall inform the Management in case you happen to know about any subversive activities of the employee or any other person against the Organization or its interest.
14. During your employment with us, you will devote your whole time and attention to the interest of the organization and will not engage yourself in any other work either paid or in honorary capacity.
15. You shall promptly notify the Management of any changes in your residential address and civil status.
16. Your services are liable to be terminated at any time:-
  - a) If during probation or after confirmation, in case you are found to be medically unfit by the organizations authorized medical practitioner on examination.
  - b) If the organization comes to know about any conviction and / or any bad record in the past under the previous employer, because of your giving false information at the time of your appointment or concealed any material information or giving any false details in the application form or otherwise with regard to Age, Education, qualification, experiences and salary etc.
  - c) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving by 1 Month prior notice in writing or pay the Company 30day's salary in lieu thereof. Similarly, the company may at its discretion terminate your services by giving 1 Month notice in writing or 30 days salary in lieu thereof.





You are requested to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

**For Chintamani Engineering Industries India Pvt. Ltd.**



Authorised Signatory

I, Rohit Hari Patil have read the above terms and conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

Signature

CC: 1) Accounts Department







# PROVA TECHNO TRADE PVT. LTD.

114/5, Jogani Industrial Estate, Chunabhatti, Mumbai 400022 • CIN: U51397MH2004PTC144526  
Tel/fax: 91 22 24056849 • Mobile : 98694 22544 • Email:sales@prova.co.in  
• Website : <http://prova.co.in>

14 July 2022

To,  
Vishal Adivarekar  
15, NM Joshi CHS, Building No. 5,  
Mahatma Phule Road, Mulund(E),  
Mumbai 400081  
7506331595 Emergency number - 9869626014

Dear Vishal,

This is with reference to your application for a position with our Company.

We take the pleasure of appointing you as an " Project Engineer " in our Company with effect from 15<sup>th</sup> July 2021.  
Your salary package will be as per Annexure Attached.

You will be on probation for the first six months during which the Company has the right to terminate this relationship in case of dissatisfactory performance without notice. You shall be governed by all the prevalent policies and processes of the Company, which are subject to change at the sole discretion of the management of the Company from time to time.

Primary Location of Posting : Corporate office, Jogani Industrial Estate, Chunabhatti.

Secondary Location of Posting : As Required

Increments: Increments/bonus and perks may be given annually subject to your performance. Management's decision in this matter would be final.

Leave: You are entitled to 15 days leave in a year. Beyond 15 days, pay would be cut for each day. Paid leave per month would be maximum 2 days. Please refer to leave and attendance policies for further details.

Confidentiality clause: All propriety information, confidently design data, customer and supplier database, drawings whether electronic and/or printed form disclosed during the time of your employment are sole property of the Company and should not at any point in time, in any manner, be misused by you or communicated to anyone without the consent of the Company. The Company reserves the right to legal action in case of violation of this rule.

Notice period: Notice period is non-negotiable 45 days from the date of acceptance of your resignation. Shorter notice period will be reflected in the Relieving letter and references. Leaves are not permitted in notice period.

Income tax: Income tax would be on your account and company would deduct taxes as appropriate and consistent with the Indian tax regulations. All the necessary documentation to substantiate your claim for exemption under the relevant provisions of the Income tax Act, 1961 need to be forwarded to the HR Department latest by 31 January each year. Profession tax would be deducted Rs. 200/- per month as prescribed.

Welcome to Prova and Good luck.

Hiren Shah

Managing Director





## **EMPLOYMENT OFFER LETTER**

9<sup>th</sup> September 2022, Mumbai, India.

Dear Manish Gautam Gotpagar,

We are pleased to extend to you this offer of employment with the following basic details:

1. **Position:** Officer – Technical Support – Business Development
2. **Office Location:** Mumbai, India
3. **Reporting to:** Senior Officer – Business Development
4. **Salary:** Indian Rupees 20,000 (Indian Rupees Twenty Thousand) per month, all inclusive
5. **Joining Date:** 12<sup>th</sup> September 2022
6. **Probation Period:** 6 months (Six months) – no increment at the time of confirmation

Your Job Description is provided along with this offer letter, for your perusal.

Upon acceptance of this offer of employment, a detailed Employment Contract will be provided to you for your signature.

Irrespective of the Joining Date mentioned above or in the Employment Contract, your employment with the Company starts only once **ALL** of the following have been completed:

1. Both parties have signed the Employment Offer Letter and the same has been submitted to the Company
2. You have signed and submitted to the Company your Job Description that is provided along with this Employment Offer Letter
3. You have signed and submitted to the Company, document HZL-HR-022 - Code of Conduct
4. You have signed and submitted to the Company, document HZL-HR-023 - Gender Neutrality and Sexual Harassment
5. You have signed and submitted to the Company, document HZL-HR-FM-002 - Confidentiality Agreement
6. You have submitted to the Company all the following documents:
  - a. Your latest updated Curriculum Vitae (CV)
  - b. Copy of all educational certificates (as a minimum those mentioned in the CV)
  - c. Copy of any training certificates (as a minimum those mentioned in the CV)
  - d. Copy your Aadhar Card
  - e. Copy of your PAN Card

Hazel Lighting Systems Private Limited



f. Copy of your Passport, if available

Please affix your signature of acceptance on a copy of this letter and submit the same to the Company.

Looking forward to a long and mutually beneficial association.

**Hazel Lighting Systems Private Limited**

**Applicant**

---

**Authorized Signatory**

---

**Manish Gotpagar**

**Hazel Lighting Systems Private Limited**

007-A, A Wing, Boomerang, Chandivali Road, Andheri (EAST), Mumbai, INDIA – 400072.  
Phone: +91-22-28500006 Email: [info@hazellighting.com](mailto:info@hazellighting.com) Website: [www.hazellighting.com](http://www.hazellighting.com)





## **EMPLOYMENT OFFER LETTER**

18<sup>th</sup> January 2023, Mumbai, India.

Dear Yash Anil Jogale,

We are pleased to extend to you this offer of employment with the following basic details:

1. **Position:** Officer – Technical Support – Business Development
2. **Office Location:** Mumbai, India
3. **Reporting to:** Senior Officer – Business Development
4. **Salary:** Indian Rupees 20,000 (Indian Rupees Twenty Thousand) per month, all inclusive
5. **Joining Date:** 23rd January 2023
6. **Probation Period:** 6 months (Six months) – no increment at the time of confirmation

Your Job Description is provided along with this offer letter, for your perusal.

Upon acceptance of this offer of employment, a detailed Employment Contract will be provided to you for your signature.

Irrespective of the Joining Date mentioned above or in the Employment Contract, your employment with the Company starts only once **ALL** of the following have been completed:

1. Both parties have signed the Employment Offer Letter and the same has been submitted to the Company
2. You have signed and submitted to the Company your Job Description that is provided along with this Employment Offer Letter
3. You have signed and submitted to the Company, document HZL-HR-022 - Code of Conduct
4. You have signed and submitted to the Company, document HZL-HR-023 - Gender Neutrality and Sexual Harassment
5. You have signed and submitted to the Company, document HZL-HR-FM-002 - Confidentiality Agreement
6. You have submitted to the Company all the following documents:
  - a. Your latest updated Curriculum Vitae (CV)
  - b. Copy of all educational certificates (as a minimum those mentioned in the CV)
  - c. Copy of any training certificates (as a minimum those mentioned in the CV)
  - d. Copy your Aadhar Card
  - e. Copy of your PAN Card

Hazel Lighting Systems Private Limited



f. Copy of your Passport, if available

Please affix your signature of acceptance on a copy of this letter and submit the same to the Company.

Looking forward to a long and mutually beneficial association.

**Hazel Lighting Systems Private Limited**

**Applicant**

---

**Authorized Signatory**

---

**Yash Anil Jogale**

**Hazel Lighting Systems Private Limited**

007-A, A Wing, Boomerang, Chandivali Road, Andheri (EAST), Mumbai, INDIA – 400072.  
Phone: +91-22-28500006 Email: [info@hazellighting.com](mailto:info@hazellighting.com) Website: [www.hazellighting.com](http://www.hazellighting.com)



## **EMPLOYMENT OFFER LETTER**

2<sup>nd</sup> September 2022, Mumbai, India.

Dear Yash Bharat Chawda,

We are pleased to extend to you this offer of employment with the following basic details:

1. **Position:** Officer – Technical Support – Business Development
2. **Office Location:** Mumbai, India
3. **Reporting to:** Senior Officer – Business Development
4. **Salary:** Indian Rupees 20,000 (Indian Rupees Twenty Thousand) per month, all inclusive
5. **Joining Date:** 5<sup>th</sup> September 2022
6. **Probation Period:** 6 months (Six months) – no increment at the time of confirmation

Your Job Description is provided along with this offer letter, for your perusal.

Upon acceptance of this offer of employment, a detailed Employment Contract will be provided to you for your signature.

Irrespective of the Joining Date mentioned above or in the Employment Contract, your employment with the Company starts only once **ALL** of the following have been completed:

1. Both parties have signed the Employment Offer Letter and the same has been submitted to the Company
2. You have signed and submitted to the Company your Job Description that is provided along with this Employment Offer Letter
3. You have signed and submitted to the Company, document HZL-HR-022 - Code of Conduct
4. You have signed and submitted to the Company, document HZL-HR-023 - Gender Neutrality and Sexual Harassment
5. You have signed and submitted to the Company, document HZL-HR-FM-002 - Confidentiality Agreement
6. You have submitted to the Company all the following documents:
  - a. Your latest updated Curriculum Vitae (CV)
  - b. Copy of all educational certificates (as a minimum those mentioned in the CV)
  - c. Copy of any training certificates (as a minimum those mentioned in the CV)
  - d. Copy your Aadhar Card
  - e. Copy of your PAN Card

Hazel Lighting Systems Private Limited





f. Copy of your Passport, if available

Please affix your signature of acceptance on a copy of this letter and submit the same to the Company.

Looking forward to a long and mutually beneficial association.

**Hazel Lighting Systems Private Limited**

**Applicant**

---

**Authorized Signatory**

---

**Yash Bharat Chawda**

**Hazel Lighting Systems Private Limited**

007-A, A Wing, Boomerang, Chandivali Road, Andheri (EAST), Mumbai, INDIA – 400072.  
Phone: +91-22-28500006 Email: [info@hazellighting.com](mailto:info@hazellighting.com) Website: [www.hazellighting.com](http://www.hazellighting.com)

**Salary details for the position of : M&O Engineering Trainee**

**Location** Mumbai

**Name:** Vaibhav Patil

**Qualification:** BE Mechanical Engg.

Salary Details (INR)	Proposal
Basic Salary	15,500
HRA 50%	7,750
Trainee Allowance	10,307
<b><u>Total Monthly Gross (A)</u></b>	<b><u>33,557</u></b>
<b><u>Annual Allowance</u></b>	
Provident Fund	1,860
<b><u>Total Retiral Benefits (B)</u></b>	<b><u>1,860</u></b>
Total Cost to Company/month (A)+(B)	<b><u>35,417</u></b>
CTC Annual	<b><u>425,000</u></b>

Net Take home = Total Monthly Gross - Provident Fund - Any applicable taxes

Note :

- 1) During traineeship You will be covered under Personal Accidental insurance cover .
- 2) You will be eligible for 2 days leave per month + declared hoiliday.
- 3) Mobile reimbursement of Rs 750 pm only for GT, GET or Management Trainees
- 4) Employees governed by Payment of Bonus Act will be paid Bonus amount as applicable.

**Bureau Veritas Industrial Services (India) Pvt. Ltd.**

**Lavina Das**

**Director Human Resources - CIF**

**South Asia Region**





**Mfg. of : Precision Components,  
Plastic Mould, Gauges, Press Tools.**  
(An ISO 9001 - 2015 Co.)



Date: 08/06/2022

Dear Mr. HARDIK UJWAL SHELAR,

Congratulations! We are pleased to confirm that you have been selected to work for SAIKASH ENGG WORKS PVT. LTD. We are delighted to make you the following job offer.

The position we are offering you is that of "DESIGN ENGINEER" at a monthly salary of Rs.14000. Your working hours will be from 9.00AM to 7.00PM, Monday to Saturday. We would like you to start work on 16/06/2022. If this date is not acceptable, please contact us immediately.

Please sign the enclosed copy of this letter and return it to me by 14/06/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.



Regards,

Divyakumar A. Gupta  
Director,  
Saieash Engg. Works Pvt. Ltd.





## APPENDIX 1

The items set out below of this APPENDIX 1 form the Contract of Employment between the Company and the Employee.

1. Parties to the Contract of Employment : Oceaneering International GmbH. ("**The Company**") of C -302, Delphi, Hiranandani Gardens, Powai, Mumbai, Pin Code– 400076, India.  
  
**and**  
  
Mr. Harsh Dhaval Vyas ("The Employee") of House No. - C/304, Regal Enclave, Sector – 7, Vasant Nagri, Vasai East, Palgarh, Mumbai, Maharashtra – 401208.
2. Date of commencement : 26th September 2022
3. Work Location : Anywhere in India or abroad.
4. Position : Subsea Tech 1B
5. Reporting to : Operations Manager
6. Remuneration :
  - 6.1 You will be paid a sum of INR 21,100.00 per month. You will also be paid an additional INR 2,000.00 (Offshore Allowance) per day during your offshore duty.
  - 6.2 For training at a centre outside India, Food allowance or food at the Company's premise and Accommodation at Company's facility will be provided to you.
  - 6.3 Food allowance and accommodation will be withdrawn after the training.
  - 6.4 You will be eligible for one month's basic salary (Diwali Bonus) with twelve months' continuous service. A proportionate part of one month's basic salary for confirmed employees with less than one-year service.
  - 6.5 Employee who ceases employment with the Company will not be eligible for Diwali Bonus for the year in which the employment terminates.
  - 6.6 Medical Insurance, Group Term Life Insurance, Group Personal Accident Insurance will be provided as applicable from time to time
7. Income Tax : Subject to tax deduction permitted by law
8. Probationary period : Six (6) months from date of commencement. This period may be shortened or extended at Company's discretion.



*Kamaljit Kaur*

9. Leaves : 18 days per complete calendar year.
10. Working Hours : During offshore duty, the normal working hours will be a 12 hours shift with sufficient break for food, tea etc. You may also be required to work night shift or work overtime if the job requirements deem so or the working hours are subject to Immediate Supervisor's discretion.
- During onshore duty the normal working hours will be a 9 hours (including rest intervals) and maximum 48 hours per a week. You may also be required work overtime if the job requirements deem so or the working hours are subject to Immediate Supervisor's discretion.
11. Training : Not Applicable
12. Benefits : Entitled to Gratuity in accordance with the applicable law governing such payment in India.
13. Termination Notice : i. During Probation of Service  
During the probation period and until confirmation the contract of service may be brought to an end by the Company or by the Employee by giving (1) day notice. Confirmation of service is communicated in writing.
- ii. After Confirmation of Service  
After confirmation of service, either the Company may terminate the services of an Employee or the employee may resign from the Company by providing ninety (90 days) days advance written notice or paying an amount equal to ninety (90days) days fixed salary in lieu of notices, less any applicable after required tax deduction. The company reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period.
14. Duties & Responsibilities : The duties and responsibilities for this position are:
- Operate equipment to include cameras (video and still), acoustic positioning systems, sonars, manipulators (robotic arms), LARS (Launch and Recovery Systems), hydraulic power units, complex subsea tooling, surface and subsea workover systems.
  - Assist or pilot the ROV including evaluating the environment conditions and hazards, dock/undock from TMS (tether management system), and navigate the ROV by acoustics, sonar and visual (video).



*Kamaljit Kaur*

- Perform maintenance/repairs on equipment: maintain/repair electronics, maintain/repair hydraulics, maintain/repair mechanics, use test equipment, calibrate and align equipment, and perform general housekeeping and corrosion control.
- Will operate and repair electrical over hydraulic and direct hydraulic control systems that interact with pumps, valves and other hydraulic transmission and power equipment.
- Will operate and interface sub-sea navigational equipment including but not limited to magnetic compass, gyro, transducer, sonar, altimeter, and associated survey equipment.
- Integrates and operates tooling including but not limited to: cutters, pump units, multipurpose skids, dredging systems, standalone sensory systems, and any other tooling integrated to the Remotely Operated Vehicle.
- Maintains parts and supplies inventory associated with all electrical, electronic, mechanical and hydraulic assemblies and subassemblies.

This Contract of Employment supersedes any other contract, whether written or verbal, between the Employee and the Company, which existed prior to the commencement of the Contract of Employment and represents the entire Contract between the Parties. The Employee acknowledges having read and received the APPENDIX 1 whose Terms and Conditions are considered mutually agree and binding.

SIGNATURE: \_\_\_\_\_  
**Harsh Dhaval Vyas**

DATE: \_\_\_\_\_



SIGNATURE: \_\_\_\_\_  
**Kamaljeet Kaur**  
**Human Resources Manager - INDIA**  
**Oceaneering International GmbH**

DATE: \_\_\_\_\_





## CONTRACT OF EMPLOYMENT

This CONTRACT OF EMPLOYMENT must be read in conjunction with the attached APPENDIX 1. The two documents combined, constitute the CONTRACT OF EMPLOYMENT which specifies the Terms and Conditions of Employment.

### 1. Parties to the Contract of Employment

The two parties to the Contract of Employment, “**The Company**” and “**The Employee**” are specified in Item 1 of the APPENDIX 1.

### 2. Commencement Date

The Contract of Employment shall be deemed to commence on the date specified under Item 2 of the APPENDIX 1.

### 3. Work Location

The Employee’s work location is specified in Item 3 of the APPENDIX 1. The Company may change Employee’s place of work, in its absolute discretion, to another location at which the Company maintains premises, including offices of the Company’s affiliates and associates.

### 4. Position

The Employee’s Position given in Item 4 of the APPENDIX 1 defines the principal capacity in which the Employee is to be employed.

This, however, is without prejudice to the Company’s entitlement to require the Employee to carry out any other task, which the Employee is competent to perform and which may from time to time be specified by the Company.

### 5. Reporting Line

The Employee shall report to his/her Immediate Supervisor as specified in Item 5 of the APPENDIX 1.

### 6. Remuneration

6.1 A lump sum salary inclusive of all allowances and benefits shall be specified under Item 6 of the APPENDIX 1 and the currency paid shall be in Indian Rupees, unless otherwise agreed between the Company and the Employee.

6.2 Salary will be paid to the Employee on monthly basis on or before fifth day of the month following the month for which it is due

6.3 During training period suitable food allowance or food at the Company’s office/training centre will be provided to Employee if the training centre is out of India.

6.4. During training period, Employee will also be provided accommodation at the Company’s facility if the training centre is out of India.



- 6.5 After training period the food allowance and accommodation facilities will be withdrawn.
- 6.6 After the successful completion of training and if Employee's performance is found satisfactory, the Company may review his/her remuneration. In case a letter to that effect is not provided by the Company, the Employee's remuneration will be same as stated in clause 1 hereinabove.

## **7. Tax Liabilities**

Salary will be paid to the Employee on monthly basis, subject to tax deduction permitted by law in force from time to time, as detailed in Item 7 of the APPENDIX 1.

## **8. Probationary Period**

Employee will be on probation for a period specified in Item 8 of the APPENDIX 1, from the date of commencement or training period whichever is later. During the probationary period if Employee's performance is not found satisfactory, his/her appointment may be terminated by the Company without notice and without payment of any compensation. The probation may however, be extended by the Company in its absolute discretion. If Employee's work and conduct are found suitable for the post in which Employee is appointed, he/she will be confirmed in the services of the Company. The confirmation will take effect only upon issuance of a written order by the management of the Company and by a formal letter of confirmation addressed by the Company to the Employee. During the probation period and until confirmation the contract of service may be brought to an end by the Company or by the Employee by giving (1) day notice. Confirmation of service is communicated in writing.

## **9. Leave**

- 9.1 Employee will be entitled to some rest days as specified in Item 9 of the APPENDIX 1. Employee who works for less than 12 months in a year shall be entitled to leave benefit on a pro-rated basis.
- 9.2 Employee shall inform his/her immediate superior in writing, reasonably in advance, of the intention of taking privilege and casual leave and shall obtain his prior approval.
- 9.3 If Employee is unable to attend work due to illness or injury, he/she is required upon request or as set out in the Company's Policy to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In the case of any illness exceeding the stated probable duration, he/she will provide a further medical certificate from a registered medical practitioner within three (3) days after the expiry of the previous medical certificate.

## **10. Days and hours of Work**

- 10.1 The normal working days is specified in Item 10 of the APPENDIX 1. Employee may be expected to work for more time as and when the business of the Company so demands. Employee's duties may require he/she to engage in travel on behalf of the Company including travel outside India. As a consequence, Employee must work any additional hours as required. The salary payable to the Employee hereunder is adequate compensation in case he/she is required to work for any additional hours in



*Kamaljit Kaur*

office or while traveling and hence, he/she will not be entitled to any additional payment in this regard.

## **11. Training**

Employee who will be provided with training detailed in Item 11 of the APPENDIX 1 shall agree to adhere to the following terms:

- 11.1 With effect from the date of joining specified hereinabove, he/she will be imparted a specialized training. Such training shall be provided to the Employee in India as well at our facilities outside India as we may decide. Such training outside India may be approximately for a period of twelve (12) weeks. The Company may in its sole discretion after assessing his/her performance reduce or extend such period of training.
- 11.2 The Company will incur substantial costs to impart the Employee such specialized training, skills and knowledge for the purpose of his/her employment. Such costs include Employee's traveling expenses to the Company's training centre outside India, conveyance, costs of accommodation, food, training course, materials etc. and other expenses that will be incurred by the Company for the purpose of his/her training.
- 11.3 In the event where Employee's performance during the training period is not found satisfactory, the Company shall terminate his/her employment without notice and without payment of any compensation. He/she shall be on probation till completion of training period.

## **12. Benefits**

In the case of retirement, early termination of employment by the Company or permanent disability or death, Employee shall be entitled to Gratuity in accordance with the applicable law governing such payment in India (Item 12 of APPENDIX 1).

## **13. Termination**

- 13.1 Notwithstanding anything herein contained, Employee's employment may be terminated immediately by the Company at any time without notice or payment in lieu thereof or any compensation whatsoever, if, among other things:
  - 13.1.1 He/She disobeys a lawful direction of the Company;
  - 13.1.2 He/She is found guilty of commission or omission of any act or any misconduct prescribed in the Maharashtra Shops and Establishments Act, 1948 or any other misconduct which are not specifically mentioned under the Punjab Shops and Establishments Act, 1948 and if the same is found to be misconduct in the opinion of the Company;
  - 13.1.3 He/She commits any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this letter, or is guilty of any negligence in connection with or affecting the business or affairs of the Company;

*Kamaljit Kaur*





- 13.1.4 He/She becomes bankrupt or have a receiving order made against him/her or make any general composition with his/her creditors;
  - 13.1.5 He/She breaches his/her obligations under the paragraph headed No Conflict of Interest or any other material provision set out in this letter;
  - 13.1.6 He/She commits an act or acts in breach of the "Proprietary Information and Inventions Agreement" that Employee is required to sign in connection with his/her employment with the Company or "Company's Policy Manual/Rules and Regulations" as each may exist from time to time ; or
  - 13.1.7 He/She engages in conduct that could bring him/her or the Company into disrepute.
- 13.2 Employee's employment after confirmation in the service may be terminated at any time as per Item 13 of the APPENDIX 1:
- 13.2.1 After confirmation of service, either the Company may terminate the services of an Employee or the employee may resign from the Company by providing Ninety (90 days) days advance written notice or paying an amount equal to Ninety (90 days) days fixed salary in lieu of notice, less any applicable or required tax deduction. The company reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period.
- 13.3 Employee acknowledges and agrees that such notice (or payment in lieu thereof) is reasonable notice of termination and no other notice requirements express or implied shall apply.

#### **14. Duties and Responsibilities**

The Employee shall perform his/her duties and responsibilities as outlined under Item 14 of the APPENDIX 1. The Company shall be at liberty to change the job description when a business necessity for the change arises.

#### **15. Increment in Grade**

- 15.1 The Employee's salary will be reviewed annually on the basis of the performance management norms of the Company and his/her performance in a given assessment period and on such effective date as applicable to employees in his/her category. Employee's salary will not necessarily be increased and he/she agrees that it is paid in satisfaction of all services rendered by him/her under this contract of employment.

However, to be eligible for being considered for any salary revision as per above, Employee is required to work at least for six (6) complete months from the date of joining for a payment on a pro-rata basis, failing which the revision shall be considered in the following year, taking into account the full period, since the date of joining.

*Kamaljit Kaur*



## **16. Retirement**

- 16.1 The retirement age is 60 years unless the Company specifically requires Employee in writing, to continue in employment beyond this age in its absolute discretion.

## **17. No Conflict of Interest**

- 17.1 The Employee warrants that:

17.1.1 Employee has not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of his/her employment with the Company, or which would preclude him/her from fully performing his/her job responsibilities for the Company; and

17.1.2 Employee's performance of his/her duties for the Company does not and will not breach any obligation wherein he/she has to keep in confidence any proprietary information; knowledge or data acquired by him/her in confidence or in trust prior to his/her employment by the Company; and he/she will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

- 17.2 The Employee's position requires whole-time employment with the Company and he/she will devote himself/herself exclusively to the business of the Company. He/she shall not take up any directorship or other work (part time or otherwise) or work in an advisory capacity, or be engaged, concerned or interested directly or indirectly [except as share-holder or debenture-holder (up to the limit of 5%)] in any other trade or business during his/her employment with the Company. He/She shall not directly or indirectly compete with the Company during his/her employment and for a period of one year from its expiry or termination. He/She shall not seek membership of any local or public bodies without first obtaining specific written permission from the Company. The remuneration payable to him/her as stated in this Letter of Appointment shall be deemed to include valuable consideration in respect of the non-competition covenant and undertaking given by him/her hereinabove in this Letter of Appointment and he/she hereby acknowledges and admits the adequacy and sufficiency of such consideration.

## **18. Transfer**

- 18.1 Employees will be liable to transfer in the same capacity or such other capacity that the Company may determine to any other location, department, branch, establishment or place of business of the Company or any other Group or affiliate company or entity of the Company in or outside India. In such cases, he/she will be governed by the terms and conditions of service prevailing at the new placement location.

## **19. Responsibilities & Duties**

- 19.1 The Employee's employment in the Company shall be subject to the Company's Policy Manual as laid down in relation to conduct, discipline and other matters. He/she shall always be alive to the responsibilities and duties attached to his/her office and he/she will conduct himself/herself accordingly. In view of his/her office, Employee must effectively perform to ensure results and he/she will be expected to



*Kamajit Kaur*

work extra hours to achieve this whenever the job so requires. He/She shall faithfully serve the Company and use his/her best endeavour to promote the interest and business thereof. When the Employee accepts his/her position at the Company, he/she undertakes to be free from any previous employment or engagement.

## **20. Confidential Information**

- 20.1 The Employee shall not, during or after the termination of his/her employment with the Company, without the consent of the Company disclose or divulge or make public any information regarding the Company including its affairs or administration or research carried out or business whether the same may be confined to him/her or become known to him/her in the course of his/her employment with the Company or otherwise.

## **21. Protection of Interest**

- 21.1 If Employee conceives or makes any new or advanced methods of improving designing/processes/ systems or any and all improvements in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, he/she will execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The remuneration payable to the Employee hereunder is adequate compensation for such assignment and hence, he/she will not be entitled to any additional payment in this regard.

## **22. Past Records**

- 22.1 If any declaration given or information furnished by the Employee to the Company proves to be false or if he/she is found to have willfully suppressed any material information, in such cases, his/her employment with the Company shall be liable to be terminated without any notice and without any compensation.
- 22.2 Upon the termination of Employee's employment for any reason by either party, or upon the effective notice of termination of his/her employment by either party, the Company shall have the right to relieve him/her from the performance of any and all duties of the position upon the continued payment of his/her salary and compensation, as then in effect, for the duration of the notice period. During such notice period, he/she may be required to not attend for work, at the Company's absolute discretion. However, Employee will not take up any alternate employment until the expiration of such notice period.
- 22.3 The termination of Employee's employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by him/her.
- 22.4 If Employee's employment is terminated for any reason:

*Kamaljit Kaur*





- 22.4.1 the Company may set-off amounts Employee owes the Company against any amounts the Company owes him/her at the date of termination except for amounts the Company is by law not entitled to set-off;
- 22.4.2 Employee must return all the Company's property to the Company on termination including all written or machine-readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc.;
- 22.4.3 his/her obligations contained within the "Proprietary Information and Inventions Agreement" that he/she are required to sign in connection with his/her employment, continue after the termination of his/her employment; and
- 22.4.4 Employee must not record or retain any confidential information of the Company which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company and/or its Group, he/she will return or destroy or have destroyed all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business or derived from the Proprietary and Confidential Information of the Company and/or its Group including in its electronic form and shall not retain or make copies of these items. He/She will provide a certificate to the Company and/or its Group that such materials have been destroyed or returned, as the case may be.

### **23. Employment Contingency:**

- 23.1 This employment offer is contingent upon satisfactory reference checks, and confirmation of prior employment and education. The Company reserves the right to carry out reference checks and verification of his/her prior employment dates, positions, salary drawn and other compensation and benefits information. He/She may be required to sign a letter permitting the Company to obtain such information from his/her previous employers.

### **24. Miscellaneous Terms and Conditions**

- 24.1.1 Employee hereby agrees and undertake to immediately intimate the Company of any change in the information provided by him/her.
- 24.1.2 In addition to the aforesaid terms and conditions, Employee shall also be governed by the Company's Rules and Regulations and or Policy Manual, or any such directions or instructions as may be issued to him/her from time to time in discharge of his/her obligations as an employee of the Company. He/She will adhere, at all times, to the laws and regulations of any country in which he/she works.
- 24.1.3 By signing below, Employee is agreeing that he/she has read and understood each and every provision of this Letter of Appointment and each and every provision of the Company's Rules and Regulations and or Policy Manual, and that in consideration of the Company offering him/her employment with the Company, he/she voluntarily and



*Kamajit Kaur*

unconditionally agree to abide by its terms and conditions of employment and the Company's Rules and Regulations and or Policy Manual.

- 24.1.4 Employee's reasonable traveling and hotel expenses whilst traveling on Company's business will be paid in accordance with the Travel Policy of the Company as amended from time to time
- 24.1.5 In order to maintain security, the Company reserves the right to search members of its staff, employees or their personal belongings. This will be done only under proper supervision whilst on the Company's premises.
- 24.1.6 If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
- 24.1.7 The failure by the Company at any time to insist on performance of any provision set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision set out in this letter.
- 24.1.8 The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to the Employee and he/she will not be entitled to transfer or assign it in whole or in part.

## **25. Medical Fitness**

- 25.1 This Letter of Appointment is subject to Employee being found medically fit by the Company's Medical Officer or such other Medical Officer that the Company may appoint for the purpose.

## **26. Governing law and jurisdiction**

- 26.1 This Letter of Appointment and the Company's Policy Manual shall be governed by Indian law. The courts at Mumbai, Maharashtra only shall have exclusive jurisdiction in the event of any dispute arising between the Employee and the Company in respect of or under this Letter of Appointment and/or the Company's Policy Manual or in any matter concerning his/her employment with the Company. Employee hereby agrees to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Mumbai, Maharashtra as envisaged hereinabove.

*Kamaljit Kaur*



**Date: 3/2/2023****Name: Harsh Utekar****Address: Mira road , Shanti Nagar , sector 2, Thane - 401107****Provisional Offer Letter**

Dear Harsh Utekar,

This is further to your application and thereafter the selection process, we are glad to inform you that you have been selected for the position of "Trainee Developer". You are aware that this program is being conducted in association with NIIT INSTITUTE OF FINANCE BANKING AND INSURANCE TRAINING LIMITED for the "Post Graduate Program in .Net Developer ("the Program")".

- 1) Your selection shall be subject to the following conditions:
  - a. You completing the admission formalities as mentioned in Annexure "B"
  - b. Payment of Course Fees of Rs.1,00,000/- (Rupees One lakh only) plus applicable GST of 18%. The same needs to be paid by way of NEFT in favour of 'NIIT IFBI' payable at Mumbai within 7 days from receipt of this letter. You may opt any of the following option to pay the entire fees
  - c. You being a graduate before commencement of the Program
  - d. You being medically fit
  - e. Positive verification of documents submitted by you. The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission
  - f. Submission of a signed declaration from your end stating if anybody related to you or known to you is currently engaged with HDFC ERGO General Insurance Company Limited (Hereinafter to be referred as (" the Company" )
2. We believe that you have not made any false declaration or wilfully suppressed any material information. Accordingly, your admission to the Program is made relying upon information furnished and representation made by you. However, the admission is subject to reference and background check to be conducted by HDFC ERGO General Insurance Co Ltd. ("Company") at its discretion at any point of time during the tenure of the course. 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 remove you at any time from the Program with immediate effect without notice or any compensation in lieu of notice
3. As a part of the Program, you will be bound by the Company's Code of conduct and Rules of the Program. These will be applicable to you both on and off the campus. A copy of the Code of Conduct is enclosed herewith. You need to go through the same and sign the same as an acknowledgement. Any other applicable rules will be intimated to you as and when there are changes
4. In case you are unable to complete the course / unable to pass all the papers / unable to get the required credits as stipulated within the one year course duration, this offer of subsequent appointment with the Company shall stand withdrawn automatically. You understand and acknowledge that the Company shall not be liable to refund the Fees payable by you for the Program
5. Conflict of Interest: During the Program, you shall engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignment whether on part time or full time basis or in an advisory capacity either directly or indirectly

HDFC ERGO General Insurance Company Limited, IRDAI Reg.No.146. CIN:U66030MH2007PLC177117.

Registered &amp; Corporate Office: 1st Floor, HDFC House, 165-166 Backbay Reclamation, H.T. Parekh Marg, Churchgate, Mumbai - 400020.

Customer Service Address: D-301, 3rd Floor, Eastern Business District (Magnet Mall), LBS Marg, Bhandup (West), Mumbai - 400078.

Customer Service No: 022-62346234 / 0120-62346234 | care@hdfcergo.com | www.hdfcergo.com

Trade Logo displayed above belongs to HDFC Ltd and ERGO International AG and used by the Company under license.



6. You will always maintain utmost confidentiality and shall not divulge to any person whatsoever any records, documents, formulae, processes or any information or communication whether written, verbal or visual concerning the business or affairs of the company
7. You shall not be involved in any criminal activity before or after commencement of the program
8. You will be bound by all the existing rules and regulations as framed by the Company and those enforced by the Regulator from time to time. Please note that the rules and regulations may change and the same will be intimated to you from time to time
9. You understand and acknowledge that, if you choose to leave the Program, for any reasons whatsoever, HDFC ERGO is not liable to refund the training fees incurred by you"
10. The duration of the entire Program is 10 weeks as follows. Commencement of the program date will be communicated to you by NIIT IFBI:

Program	Period	Location	Stipend/ Allowance(From Program Commencement)
Classroom training	10 weeks	NIIT IFBI, Mumbai	Rs.20000 per month

11. "Successful completion of the "Post Graduate Program in .Net Developer "under the said Program will depend on:
  - a. Positive verification of the credentials submitted by you,
  - b. Clearing required assessments at each stage of the Program,
  - c. Attendance of atleast 80% during the entire Program tenure,
  - d. Satisfactory conduct throughout the Program,
  - e. Successful completion of Test/Exam/Assessments at the end of training period and
  - f. Successful scores post On the Job training

Please note that this is a provisional offer letter. (The final offer-cum-appointment letter will be given to you only after successful completion of the Program after 10 weeks and if you have abided by all terms and conditions as mentioned above).

12. **Offer-Cum-Appointment Letter details on Program Completion:**

Vertical : IT  
 Designation : Senior Executive  
 Job Role : Software Developer  
 Fixed Compensation : 5.5 LPA+ upto 31% Performance bonus  
 Location : Mumbai

The location of your posting is entirely at the HDFC Ergo General Insurance Co. Ltd. Discretion. We look forward to your successful completion of the course and a fruitful career with us.

For HDFC ERGO General Insurance Co Ltd.  
 Authorized Signatory



**Sumit Mukherjee**  
**Vice President - Human Resources**

I hereby confirm that I have read and understood the contents of the above Provisional Offer Letter:



Name of the Candidate **Harsh utekar**

Signature of the Candidate



Date 17/06/2022

To,  
Mr. Krunal V. Patil,  
Dongarpada, Patil Ali,  
Virar West, Pin - 401 303  
M - 9325890425.

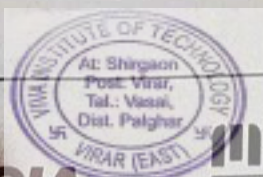
Dear Sir,

Subject: Letter of Appointment

With refferance to your application and subsequent interview you had with us, we are pleased to inform you that you are hereby appointed as " Trainee Design Engineer " on probation in our organization with effect from 17<sup>th</sup> June 2022 on the following terms and conditions.

- 1) Your appointment is purely on Temporary basis for a period of one year from 17<sup>th</sup> June 2022 to 16<sup>th</sup> June 2023. At the sole discretion of the Company. The confirmation of service will be after one year depending on the performance, behavior, sincerity, attendance etc.
- 2) During the period of your probation your total emoluments will be Rs 15000/- per month.
- 3) Tax on Profession, Income Tax etc. Will be deducted, if applicable.
- 4) During the period of your probationary service, in case, you remain absent from work without prior permission / intimation in writing for a continuous period of over six days your services will automatically come to an end and it would be considered that you have left our services on your own from the date of your initial absence and you will not be eligible for any salary etc.
- 5) That you will have to carry out such duties as are assigned to you diligently and faithfully to the entire satisfaction of the Company and will carry out instructions given to you by your superiors in connection with the Company's work and to the best of your power, skill and ability to improve and further the interest of the Company.
- 6) You will not indulge in any activities, which are detrimental to the interest of the Company. You will work for the Company solely and will not work for any other company / office or engage in trade / business.
- 7) You will not disclose, divulge any of our technical and any of our important information which might come to your possession during the period of your service.
- 8) That if required by the Company you will have to submit Police Clearance Certificate from appropriate police Station at your cost.

..2/-







Ref: ABS/HRD/MUMB/2022-23/009

Date :29.08.2022

To,  
**Mr. Jignesh Kadu,**  
Sneh kunj bldg.,  
Road#16,  
Siddhartha Nagar  
Goregaon west,  
Mumbai - 400 104

**LETTER OF OFFER**

**Dear Mr. Jignesh Kadu,**

**Congratulations!!**

We are pleased to offer you the position of **Graduate Engineer Trainee** with our Organization. You will be based at **Mumbai branch office**. As we discussed during your interviews, you will be functionally reporting to **Deputy General Manager**.

We are all confident about the potential that you will bring to our organization, and we believe your skills and experience are an excellent match for our company.

Your initial compensation package (both fixed and variable Components) includes an Annual CTC of [REDACTED] CTC (a breakup of which has already been discussed with you). You will be joining on **01<sup>st</sup> Sept 2022** only, beyond which it stands cancelled, unless otherwise either party communicates or mutually agrees on the said delay beforehand, in writing.

We look forward to your joining our organization and are confident that you will play a key role in our company's expansion into national and international markets.

Your detailed appointment letter will be issued to you at the time of your joining.





TSGW/TWP-I/HRM/2022  
01<sup>st</sup> Oct. 2022

To,  
Mr. Pratik Anil Varthe  
Lokmanya Pada, Mahim Road,  
Palghar 401404.

Dear Pratik,

Further to your application for the post of "Graduate Apprentice" and the subsequent interview you had with us, we are pleased to inform you that you are selected for the post of "Graduate Apprentice" in our organisation. You will join us with effect from 03<sup>rd</sup> Oct. 2022.


1. You will be under training for a period of One Year from as per the Apprentice Act, 1961, and you shall abide by all rules and regulations there under, applicable to your category of apprenticeship. Your apprenticeship of One Year shall automatically come to an end immediately on you in this regard. After training you will not be absorbed in our organisation.
2. You will be paid stipend of Rs. 9,000/- (Rs. Nine Thousand Only) per month as per the Govt. rule and you will not be entitled for any other benefits such as P.F., Bonus, ESIC, Gratuity etc.
3. You will have to sign a contract with the Management for the training period of one year.
4. You will be entitled to leave benefits as per the terms and conditions stipulated in the contract.
5. You shall also be abide by all rules and regulations of the company in force and which may thereafter be brought into force from time to time.

You are requested to sign the duplicate copy of this letter in token of having accepted the terms and conditions of your appointment as a "Graduate Apprentice" in our organisation.

Thanking You,

Yours faithfully,

For TATA STEEL (Wire Division)  
TARAPUR WIRE PLANT.

  
Jr. Officer - HRM  
Tarapur

I accept the above term and condition and will report for duty on 03<sup>rd</sup> Oct. 2022.

Signature: .....



# PROSPECT

## Engineering Works

# JOLLY®

Reg. Off. Add: 4/2, Sainath Industrial Estate, Off Aarey Road, Goregaon (E), Mumbai: 400 065. Ph: +9122 26850206 / 26855789  
Head Office Add: Udyog Bhavan - 245, 246, Sonavala Road, Goregaon (East), Mumbai - 400 063. MH-INDIA. Ph: +9122 26850206 / 26855789  
Factory Plant 1: Plot No. 7, Harisiddhi Ind. Estate, Waliv Road, Gokhivare Village, Vasai (East), Palghar: 401 208 web: www.jollyclamps.com  
Factory Plant 2: Plot No. 3, Survey No. 44, Opp. Abhilasha Indl. Estate, Near Burmashell Petrol Pump, Vasai (E), Palghar: 401 208.

Ref: PEW / HR / DESIGN & DEVELOPMENT/ OFFER LETTER / 2022

Date: November 22, 2022

To,  
Mr. Chirag Naresh Solanki  
401, Vardhaman Apt,  
Tulinj Road, Nallasopara East,  
Palghar - 401209.  
Mob No. 9372808998  
Email Id: chiragsolankiem@gmail.com

### Offer Letter: "Graduate Engineer Trainee".

Dear Mr. Chirag Solanki,

This has reference to your meeting with us, we are pleased to inform you that, you have been selected for the role of 'Graduate Engineer Trainee', at our Plant, at Vasai, Mumbai.

As per discussions and subsequent negotiations we had with you, you will be paid CTC at Rs.2,16,001/- PA. [Rs. Two Lacks Sixteen Thousand and One Only]. CTC Break-Up attached herewith in Annexure - A.

Your date of joining in PEW will be on Thursday, 01-December-2022 along-with your testimonial and documents, as informed you.

Your training period will be of twelve months from the date of joining. On successful completion of the training period, you will be on probation for a period of three months and on the completion of probation period depending on your performance review and inputs, your services will be confirmed in the organisation.

A detailed Appointment Letter, mentioning all the terms and conditions of the company will be issued to you on successful completion of training period.

Kindly sign and return the acknowledgment copy of this letter as a token of your acceptance.

All the best and we look forward to having you on board.

For PROSPECT ENGINEERING WORKS,

  
MR. ASHISH APTE  
MANAGING PARTNER



Accepted,

Encl: As above.

(Chirag Solanki)





Date: 26<sup>th</sup> Sept 2022.

**Sandip Vansha Harpale**

At/Po- Uplat harpalpada

Tal. Talasaari

Dist- Palghar- 401606 Maharastra

Mob. 9307314074

E-mail: sandipharpale15@gmail.com

## LETTER OF INTENT

Dear Sandip,

With reference to your application and the subsequent interview you had with us on dtd. 20.08.2022, we have pleasure in appointing you as **Trainee –Engineer Production** as per agreed upon package.

You will join your duty on or before **03<sup>rd</sup> Oct 2022** as per your commitment. You are reporting in our Delhi Regional Office. The formal letter of appointment will be issued to you after your joining on duty.

Please bring following documents while joining the duty:

1. Date of Birth Proof (Aadhar/Voter ID/Passport/Driving License any of One)
2. Educational Certificates/Mark Sheets/School Leaving Certificate.
3. Salary Slip (Last 2 Months) of the Last Company.
4. Relieving and Experience Letter of the Previous Company.
5. 4 Photographs
6. PAN Card.
7. Bank A/C No. HDFC / SBI.
8. Adhaar card.
9. Double Vaccination Certificate

Xerox of all above documents shall be submitted on the date of joining and originals should be shown for verification.

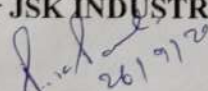
As a token of your acceptance on our offer, please return the duplicate copy of this letter duly signed by you.

We welcome you to the organization and look forward for a long association.

Thanking you,

Yours truly,

For **JSK INDUSTRIES PVT. LTD.**

  
26/09/2022  
**Authorised Signatory**

I Agree,

Name: Sandip Vansha Harpale Date: 26/09/2022

**JSK INDUSTRIES PVT. LTD.**

( ISO 9001 : 2015, ISO 14001 : 2015 & ISO 45001 : 2018 )

Government of India recognized – Authorized Economic Operator

Power Grid Corporation of India Approved • London Metal Exchange listed tester of Primary Aluminium

Mfg. Of : Aluminium Conductors : ACSR, AAAC, AAC, ACSR (AW), AACSR, AL59, TAL, Coloured & Other high ampacity Conductors, Upto & including 91 strands

• Alu. EC & Alloy Wire Rods of all size for Cables, Conductors and Transformers • Alu. De-oxi Flipped Coils for de-oxidation of steel • Mechanical Alloys for Various Application (in all wire diameters)

Dealing in Aluminium Products : Ingots • EC-Alloy wire Rods • Billets • Extrusions • Rolled Products (Sheets / Coils)

Regd. Off. : 9, A. K. Naik Marg, CST (VT), Mumbai - 400 001, India • Tel.: +91 22 4540 7777 Website : www.jskindia.in

• Email : jsk@jskindia.in • TEL NO. : 027100MH2005PTC156332.

Works : Survey No. 369/1/1/2, village Sayli, Silvassa - 396 230

WORKS : Survey No. 126/1, 1B, Village Rakholi, Silvassa - 396 240, U.T. of D. & N. H., India.



TSGW/TWP-I/HRM/2022  
01<sup>st</sup> Oct. 2022

To,  
Mr. Varun Rajendra Sankhe  
A/P- 03, Chinchani Vangaon Road,  
Dedale, Bavde, Vangaon, 401103.

Dear Varun,

Further to your application for the post of "**Graduate Apprentice**" and the subsequent interview you had with us, we are pleased to inform you that you are selected for the post of "**Graduate Apprentice**" in our organisation. You will join us with effect from **03<sup>rd</sup> Oct. 2022**.

1. You will be under training for a period of One Year from as per the Apprentice Act, 1961, and you shall abide by all rules and regulations there under, applicable to your category of apprenticeship. Your apprenticeship of One Year shall automatically come to an end immediately on you in this regard. After training you will not be absorbed in our organisation.
2. You will be paid stipend of **Rs. 9,000/- (Rs. Nine Thousand Only) per month** as per the Govt. rule and you will not be entitled for any other benefits such as P.F., Bonus, ESIC, Gratuity etc.
3. You will have to sign a contract with the Management for the training period of one year.
4. You will be entitled to leave benefits as per the terms and conditions stipulated in the contract.
5. You shall also be abide by all rules and regulations of the company in force and which may thereafter be brought into force from time to time.

You are requested to sign the duplicate copy of this letter in token of having accepted the terms and conditions of your appointment as a "**Graduate Apprentice**" in our organisation.

Thanking You,

Yours faithfully,

For TATA STEEL (Wire Division)  
TARAPUR WIRE PLANT.

  
Jr. Officer - HRM  
Tarapur

I accept the above term and condition and will report for duty on **03<sup>rd</sup> Oct. 2022**.

Signature: .....

TATA STEEL LIMITED



(339 kB) TNL71949921-JAY MHATRE.pd...



IMPORT



26-Oct-2022

JAY MHATRE (TNL71949921)

**APPLICANT TRAINING COMPLETION CERTIFICATE**

This is to certify that **JAY MHATRE (TNL71949921)** has completed the Applicant Training Program with Think & Learn Pvt. Ltd. from **27-Sep-2022** to **26-Oct-2022**.

During this period, they worked in the '**Applicant Trainee Program**' Department as a Trainee.

We wish them the very best and success in all future endeavours.

**With Best Regards,**

**Deeptha AR****Head – Human Resources****BYJU'S – Think & Learn Pvt. Ltd.**

Think & Learn Private Limited  
IBC Knowledge Park, 4/1, 2<sup>nd</sup> Floor, Tower D  
Bannerghatta Main Road, Bengaluru - 560029  
Karnataka  
E-mail: info@byjus.com | Tel. No: +91 80668 36800  
CIN: U80903KA2011PTC061427  
[www.byjus.com](http://www.byjus.com)



PDF Toolkit



Share



Save



Open with



Print





**OFFER LETTER**

Dear Anuj Vasaikar,

Subsequent to your successful interview with Finulent Solutions LLP; we are pleased to offer you the position as “**Design Trainee**” in our organization. We take pleasure to offer you with **Yearly CTC of Rs.1,68,000/- pa.**

**Your Date of Joining will be 17<sup>th</sup> June 2022.**

You will be on a probation period of 3 months effective you're joining date.

**You are requested to mail the following applicable documents.**

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/
4. Bank Statement x last 3 months.
5. Experience certificate(s) of the last company.
6. Passport size photographs x 4 copies
7. Documents of proof of residence (Permanent & Current)
8. Pan Card Copy
9. Aadhar Copy(Front and back both)
10. Bank Passbook photo/Cheques photo
11. Form 16 (Income Tax) from the previous employer.
12. PF Passbook

**\*Note:**

1. Please note this offer is conditional to successful completion of third-party BGV (Background Verification) and **1 Year Bond** failing which the offer shall stand cancelled.

Please revert with your acceptance to this offer and your joining date.



02<sup>nd</sup> January' 2023

To,  
Mr. Jayesh Mahyavanshi  
Ambedkar Nagar,  
Masoli, Dahanu road,  
Palghar - 401602

**SUB: - APPOINTMENT LETTER**

Dear Mr. Jayesh

With reference to your application and subsequent interview held at our factory, we are pleased to inform you that you have been appointed for the post of "**Junior Design Engineer**" w.e.f 02<sup>nd</sup> January' 2023 on the following terms and conditions.

- 1) You will be based in our Factory at Vasai ( East ) .
- 2) You will be paid annual salary of Rs. 2,40,000/- (Rs. Two Lakh Forty Thousand Only).
- 3) You will be on probation for six months and will be confirmed in writing after probation period. If you do not get confirmation in writing it is considered that your appointment is confirmed.
- 4) Your main job is of Automation Department.
- 5) You will be reporting to the Head of the Automation.
- 6) You will be eligible for leave as per the company policy framed from time to time after your confirmation
- 7) You will be eligible for provident fund, E.S.I.C. and gratuity if applicable
- 8) During probation or after confirmation your services may be terminated by giving 30 day notice or by paying one month salary in lieu of the notice.
- 9) If you want to leave the organization you have to intimate us in writing 30 days in advance during probation or after confirmation.







- 10) During your employment with the company you shall not engage yourself in any other occupation, business or rendering any sort of consultancy and expected to devote your full time to the job.
- 11) During or after your service you shall not in any way pass on the information of the company related to the company to other persons outside the organization or inside the organization who is not concerned. Failure to comply the above termed condition will be considered as breach of contract and you will be terminated from the services. Company may be advised to take legal action against breach of contract.
- 12) Any material given to you during your service to facilitate the smooth functioning is the property of the company and you shall take care of them properly during your employment and hand over them to the company when you leave the company.
- 13) Any case/dispute shall be referred to courts in the jurisdiction of Mumbai only.
- 14) If you change your residence during your stay in the company you shall inform the change of address to the company in writing

Please confirm the acceptance of the above terms and condition and send this document back to us dully signed.

Yours Faithfully

**For Warpp Engineers Pvt. Ltd.**



**Authorised Signatory**

**I, Jayesh Mahyavanshi** accepts the terms and conditions of my employment with the company.

**Signature with date**

02/01/2023





## Job Profile

(Addendum & forming part of Appointment Letter Ref. No. BSIL / 22-23/ 07 dated 14.11.2022  
/amendment dated \_\_\_\_\_ / Transfer Letter Dated \_\_\_\_\_)

1	Name & Add. of the Employer	Bajaj Steel Industries Limited
2	Name of the Employee:	Mr. Aniruddha Roshan Jain
3	Designation	Trainee Engineer – Sales & Marketing (Exports)
4	Work / Contact Location	Bajaj Steel Industries Ltd., Flat No. 302, Rail View Building, Opposite to Bhayandar Railway Station, Bhayandar (East), Thane – 401105, (M.H.).
5	Department	CEC – Sales
6	Immediate Reporting To	Vice President (Export)
7	Final Reporting Authority	Dr. M. K. Sharma (Whole Time Director & CEO)
8	Purpose of Position	<p>The Prime purpose of this Position is to handle pre sales &amp; post sales activity for all Ginning Project &amp; spares of designated area.</p> <p>Also, to perform back office related work for sales, ensure timely preparation of quotation &amp; order registration through SAP &amp; dispatch of material and take necessary action wherever required.</p>
9	Desirable Prime Skills	Team spirit, honesty, total dedication to work, compiling capabilities and monitoring.
10	Key Responsibilities Areas	<ol style="list-style-type: none"><li>1. To execute all pre sales &amp; post sales Design and Sales activity for any Ginning Project &amp; spares for any designated zones so as to fulfill requirement of customers on time &amp; to ensure min. service problem arises with maximum customer satisfaction &amp; if any service problem occurs then it should be resolved immediately.</li><li>2. To identify the need and requirement of customer with all details</li><li>3. To control of all matters starting from inquiry handling up to Projects execution activity.</li><li>4. To prepare Layout with Design Department &amp; cross check it with the specification of Customer</li><li>5. To approve the design document released for all projects.</li><li>6. To do Follow up &amp; cross checking by authorized person after arranging erection staff to execute erection process of machines at site &amp; take follow up accordingly.</li><li>7. To obtain feedback from customer for improvement in Ginning products &amp; system. So, that the same can be achieved by us.</li><li>8. To overall handling of all matters related to customer service satisfaction &amp; align site problems / Services problem if any.</li><li>9. To hand over the project successfully to the customer to ensure all records related to any ongoing &amp; past projects should be properly maintained &amp; available in a system.</li><li>10. To identify &amp; arrange training to design, Sales &amp; Service individual for perfection in their job.</li><li>11. To coordinate with all departments for ensuring timely delivery of quality products to customer.</li><li>12. All other works as assigned by Management from time to time.</li></ol>



(Addendum & forming part of Appointment Letter Ref. No. BSIL / 22-23/ 07 dated 14.11.2022  
/amendment dated \_\_\_\_\_ / Transfer Letter Dated \_\_\_\_\_)

11	Right to Seek Managerial Guidance & Clarifications	In case of any doubt relating to any KRA & functional responsibilities, you should immediately get the clarification/guidance from the reporting authority/related authority in writing if required but not to keep the matter pending/unattended at all.
12	Target Fixation	The targets shall be fixed shift wise/day wise based on monthly/yearly targets.
13	Payment Package / Rewards	The payment/compensation package as agreed shall be separately notified
14	Performance Assessment	The performance will be continuously assessed by the reporting authority / superior authorities on daily / monthly / yearly basis and variable pay/MTLR will be subject to deduction / addition as per the performance policy separately notified from time to time. Annual increments / performance deductions / additions / reward shall be at the sole discretion of the management.
15	Amendment /Alteration in Job Profile /KRA/KPA	The Management of Company reserves the right to amend/alter this Job Profile at its discretion. On any change in designation / department / roles and responsibilities / promotion / demotion / transfer etc. and a fresh job profile may be issued in case of changes.
16	Penal Actions	In case of deficiencies in the work/losses incurred to the company the following penal actions may be taken by reporting / higher authority. <ol style="list-style-type: none"> <li>1. Letter calling explanations</li> <li>2. Issue of warnings</li> <li>3. Monetary deductions from payable remunerations as decided on case to case basis.</li> <li>4. Stoppage of increments / reduction in the increment.</li> <li>5. Demotion</li> <li>6. Deductions in salaries</li> <li>7. Termination from services</li> </ol>

Please sign & return duplicate of this as token of acceptance for our records

#### Declaration & Acceptance

I hereby declare that I have properly read and understood my Job Profile as above & shall follow the same in responsible manner. The management shall be free to make deduction / actions in case of underperformance of any of my above job responsibilities. I sign as token of my acceptance on above.

For Bajaj Steel Industries Limited



(Dr. M. K. Sharma)  
Whole Time Director or CEO

Accepted



(Aniruddha Roshan Jain)








INNOVATION | SAFETY | SPEED

Ref: FPSPL/HR/App/2022-23/1094

04.01.2023

Employee Code : 1094

Employee Name: Mr. Mohammed Kaif Khan

Location : Mumbai

Dear Mr. Mohameed Kaif Khan,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Design Engineer" in our Organization. Your employment with **Fun Play Systems Private Limited** will be on the terms & conditions as detailed in this letter. Any changes thereof will be notified to you in writing as and when applicable and will constitute formal variations in your terms of employment.

**Effective date of Joining: 04/01/2023**

1. Your annual total Cost to Company will be of Rs. **236,292/- (Rupees Two Lack Thirty Six Thousand Two Hundred And Ninety Two Only)** the detailed break-up of the same is enclosed herewith Annexure-1.
2. You will be on probation for a period of 6 months. In certain cases, the probation period may be extended by the management as it may deem fit at its sole discretion. On successful completion of the probation period, your services will be confirmed in writing by issuance of a confirmation letter. Unless confirmed in writing, you shall be deemed to be on probation.
3. During the probation period, either party will have the right to terminate the employment agreement with **15 days** prior notice in writing or paying equivalent salary in lieu of the notice period.
4. After confirmation, either party shall have the right to terminate this agreement by giving the other **One month** notice in writing to that effect or paying equivalent one month salary thereof.
5. You will be required to work at the premises/offices as assigned by the Management from time to time, and you will be liable to be transferred to other offices depending on exigencies of services.
6. The policies and procedures, rules & regulations or standing orders, as in force from time to time, shall be binding on you during your tenure with us. You are expected to comply with policies and make your most sincere endeavors to execute the assigned responsibilities diligently, and to the best of your ability.
7. This is a full time employment. While in the employment with us, you will not, under any circumstances, be permitted to work for any other firm of persons or take up any other assignment either honorary or otherwise - either full time or part-time nor in any way be associated with any firm whether paid or not for your services.

Page 1 of 4

Fun Play Systems Pvt Ltd

Unit 05, S Nanda Business Park, opp Anupam Stationery, Shiv Shankar Rd., Sagpada Devdhal, Kaman - Bhiwandi Rd., Vasai [East], Palghar 401208

T: +91-7498289146 | W: www.funplaysystems.com | E: sales@funplaysystems.com







Date:-19 Oct, 2022

To,  
Mr . Krishna Mishra

**Subject - Letter of Offer**

Dear Krishna ,

1. Further to your application and subsequent interview, we are pleased to appoint you to the post of " Services Engineer " (Functionally reporting to - Mr. Amit Hastu & Mr Ravi Bhandari )for Regional Office - Mumbai Location in the Fixed Term Contract Cadre in our Company from 1<sup>st</sup> Nov 2022 i.e. Tuesday .This offer will lapse unless you join on or before the said date.
1. **Compensation:** Your CTC would be Rs. - 2,39,995 Per Annum, which will be inclusive of components. Below attached CTC structure for your reference - Annexure - 1.
2. You will be eligible for leave and other benefits as per the company's extant policies, as applicable.
3. You will keep the contents of this offer strictly confidential and the offer shall be deemed to have been withdrawn in case you violate this condition.
4. Detailed Appointment letter shall be issued to you, on your date of joining, which will carry all terms and conditions of employment.
5. You will bring all the documents as per the annexure - 2 attached, on the date of joining, being the part of joining formalities.
6. This offer stands cancelled in case we find that the documents submitted by you or any information furnished by you, based on which we have considered your candidature, is untrue or incomplete in any respect.
7. We request you to kindly sign a duplicate copy of this letter in token of your acceptance. We are sure you will enjoy working with us and feel proud to be part of the Dotsmark Systems India Pvt Ltd Family.

**Note -** You are required to sign a **service bond (Draft at Annexure J)** with our company bond duration is 2 year

**Dotsmark Systems India Ltd.**

Regd. Off. : H.M. Trade Center, Gala No. 03, Gr. Floor, Goddev Road Opp. Milan Place, Bhayander (East) - 401105.  
Corporate Off. : 1st Floor, Raviraj Residency, Near The Crown Business Hotel, 24th Bhayander Road, Bhayander (E) 401105.  
Email : info@dotsmark.in | Website : www.dotsmarkindia.com | Tel. : 022-28198722



**HITACHI**

Components In salary	Per month	
Basic Salary	10,000	1,20,000
HRA (calculated on basic wage)	5,000	60,000
Conveyance allowances (Fixed)		-
Bonus	1,000	12,000
Skill allowances (Balance amount)	2,111	25,332
<b>Total Gross Salary</b>	<b>18,111</b>	<b>2,17,332</b>
PF contribution by employee (on basic)	1,200	14,400
ESI contribution by employee (on gross)	136	1,632
Professional Tax (PT) (Different for each state)	200	2,500
<b>Total deductions (PF+ESI+PT)</b>	<b>1,536</b>	<b>18,532</b>
<b>Net Salary (Gross-Total deductions)</b>	<b>16,575</b>	<b>1,98,800</b>
<b>CTC Calculation</b>		
Employer PF contribution (with admin charges)	1,300	15,600
Employer ESI contribution	589	7,063
<b>CTC= Gross salary + (Employer PF+ ESI)</b>	<b>20,000</b>	<b>2,39,995</b>

Look forward to having you on board.

For: Dotsmark Systems India Ltd

Authorised Signatory




Acceptance

(Mr. Krishna Mishra )

**Dotsmark Systems India Ltd.**

Regd. Off. : H.M. Trade Center, Gaia No. 03, Gr. Floor, Goddev Road, Opp. Milan Place, Bhayander (East) - 401105.  
 Corporate Off. : 1st Floor, Raviraj Residency, Near The Crown Business Hotel, Vihar-Bhayander Road, Bhayander (E) 401105.  
 Email : info@dotsmark.in | Website : www.dotsmarkindia.com | Tel. : 022 25198722



**HITACHI**

## Annexure - 2

### List of Documents:-

Sr.No	Required Documents
1)	Academic Certificates – Xerox copy + Originals to cross verify/ Updated Resume
2)	ID & Address Proof - Pancard&Aadhar Card (mandatory)
3)	Previous Employment - Last 3 months Payslip/Appointment Letter copy/Relieving /Experience Letter
4)	Photos - 4 No's
5)	References - 2 No's (professional) - Mandatory





## Flo-rite Engineering Corporation

Gala No. 7, Janta Industrial Estate,  
162, Senapati Bapat Marg, Opp. High Street Phoenix,  
Lower Parel (West), Mumbai - 400013.

Tel: (022) 2493-4670 / 2498-5208 Fax : (022) 2493-7846

Website :- [www.flo-ritepumps.com](http://www.flo-ritepumps.com), E-mail :- [florite@gmail.com](mailto:florite@gmail.com)

Date: 09th December 2022

MRUNAL PATIL

**Subject: Appointment for Mechanical Engineer**

Dear MRUNAL PATIL

We are pleased to offer you, the position of Mechanical Engineer with **FLO-RITE ENGINEERING CORPORATION** on the following terms and conditions

Date of Joining: 12<sup>st</sup> December 2022

Job Title: Mechanical Engineer

Salary: Your salary **Rs.17000/ per month**. After completion of 6 (six) month PF and ESIC will be eligible as per the government law.

Job Location: B1-5 Dwarka Industrial Estate, Naik Pada, Valiv Village, Vasai Road, Thane, Maharashtra, 401208

Working Hours: 9:30 AM to 6:30 PM Monday to Saturday

### Terms and Conditions

- You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
- Before leaving the Company one month prior notice to be given in advance. Without prior notice no salary will be paid for the working month.
- During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business purpose.
- Please sign the duly copy of the appointment letter signifying your acceptance.
- We welcome you to our company and look forward to a fruitful collaboration.

With Best Wishes,

**FLO-RITE ENGINEERING CORPORATION**



Gautam Asudani  
Proprietor



Mrunal Patil  
12/12/2022

8850367855

IASYS/HR/2122/GETO

29-Nov-2022

**OFFER LETTER**

To,  
**Mr. Neeraj Vijay Mahamunkar,**  
G/03/302, Rutomjee Evershine Global City,  
Virar, Palghar,  
Maharashtra, 401303.

**Dear Neeraj,**

We are pleased to inform you that you have successfully cleared your interview conducted by the **iASYS Technology Solutions Pvt. Ltd.** and we are satisfied to offer you an appointment in our organization as **Graduate Engineer Trainee**, as per following Terms and Conditions:

**TRAINING:**

- a) Your training will be at on Job training in Pune. However, you may be transferred anywhere in India if circumstances so necessitate to continue training on the same terms and conditions.
  - b) The training will be for a period of one year from the **5 December 2022**.
  - c) On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer you permanent employment.
1. **CTC:** The overall CTC offered to you shall be **Rs 350045/-** per annum. (Refer Annexure for details)
  2. **Employment Agreement:**
    - a) As a part of GET policy you must sign an employment agreement of the period of Two years with iASYS Technology Solutions Pvt. Ltd. Worth Rs 2 Lakh.
    - b) In case of breach of the employment agreement, you will be liable to pay the agreement amount as mentioned in the agreement.
    - c) **Retention Amount:** In the first year of employment, per month there will be a deduction of retention amount as per below-mentioned slab .

**Corporate Office**

Plot no.25/5, Rajiv Gandhi Infotech Park,  
Phase 3 Hinjewadi MIDC,  
Pune 411057 India  
Ph +91 20 6770 0400

**Registered Office**

5 Tupe Residency  
11 Thube Park Shivaji Nagar  
Pune 411005 India  
Ph +91 20 2552 0602



**16<sup>th</sup> August 2022**

Mr. Mohammed Huzaif Attar,  
S/o Mr. Mohd. Irfan Attar  
Chawl No. 54, Room No. 845,  
Bharat Nagar, BKC Bandra East

**Subject: Offer for Employment in the capacity of Sales Specialist.**

Dear Huzaif,

With reference to the interaction, you had with us, we are pleased to make an offer for an appointment with our organization in the capacity of **Sales Specialist**. You need to make a formal joining with the company on **22<sup>nd</sup> August 2022 at Mumbai location**.

Your CTC shall be **INR 4,00,000/- per annum- refer annexure-1 for the CTC Structure**.

Also, you need to sign a **1-year contract** with us, assuring you shall not leave this position/company before completion of 1 year, starting from date of joining.

The travel reimbursements (local or outside the city) are other than the salary part.

Government deductions like TDS, PF, etc. will be as per government norms.

You will be covered under a medical insurance scheme of **INR 2,00,000 per annum**.

The appointment letter will be provided to you after your joining. Please submit the following documents at the time of joining:

- Photocopies of your certificate
- Five passport-sized colored photographs
- Experience certificate/ relieving letter & salary slips (last two months) from previous employer.
- Photocopies of photo ID cards- PAN Card, Driving License, Passport and Voter's ID.
- Photocopy of permanent address proof.

**We expect to receive an affirmative confirmation mail from your side as a sign of acceptance of this offer by 17<sup>th</sup> August 2022.**

Best Wishes.

Mr. Pawan

**PAWAN** Digitally signed by PAWAN  
Date: 2022.08.16 16:25:28  
+05'30'  
Director & CEO

☒ Aug 17, 2022

*Huzaif*





**Annexure-1**

CTC Structure of Huzaif		
Fixed Earnings	Annual Gross	Monthly Gross
BASIC SALARY	105001	8750
HRA	52501	4375
CONVEYANCE ALLOWANCE	17500	1458
MEDICAL ALLOWANCE	24500	2042
LTA	28000	2333
EDUCATION ALLOWANCE	17500	1458
SPECIAL ALLOWANCE	55797	4650
PF CONTRIBUTION EMPLOYEE PART	21600	1800
PF CONTRIBUTION EMPLOYER PART	21600	1800
Health Insurance & Employee welfare (Not to be paid)	6000	500
<b>Gross Salary</b>	<b>350000</b>	<b>29167</b>
<b>Variable Elements</b>		
Variable Salary Annual	50000.00	0.00
<b>Other Elements</b>		
<b>Cost to Company (CTC)</b>	<b>400000</b>	<b>29167</b>
* Subject to deduction of TDS & PF		

Best Wishes.

PAWAN  
Digitally signed by  
PAWAN  
Date: 2022.08.16  
16:25:56 +05'30'

Mr. Pawan

Director & CEO

☒ Aug 17, 2022

*Huzaif*

Signature:

Email:





Name: Abhishek Patwa

Date : 04/02/2023

### Offer Letter

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with UAI Autoworks Pvt Ltd, on the following terms and conditions:

1. Date of Joining & Work Location: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than 03/02/2023.

The company reserves the right to ask you to relocate to any location, as the Company may deem fit, from time to time.

2. Term: The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, Identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This The agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. Offer of permanent position: It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be

Subject to satisfactory performance during training and also subject to the production of Necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of Sr. BDM will be Page 1 of 6 done with a compensation

Of Nine Lakh Rupees Only for the role of Senior Business Development Manager. However, the

The company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered. If in case you continue to be on ZERO revenue, the company won't be liable to provide you with any type of positional or monetary support and your role can lead to termination looking towards the sincerity of your work.

In continuation and detailed understanding of your daily responsibility area you need to fulfil for your attendance will be of maintaining a minimum of 90 minutes of talk time and in case of lag with the



talk time the individual needs to maintain minimum 70 Connected calls in order to get his/her productivity countable.

5. This is to notify you that if you will be able to achieve your desired targets depending on a monthly basis in that scenario your salary will get incremented to Eight Lakh Rupees Only. The package and your confirmation will completely be depending on Your performance and dedication towards your work and responsibilities.
6. Department, Designation & Reporting Manager: Department: Sales Department.

Designation: Business Development Manager (TL).

Reporting Manager: Mr. Yash Sharma

Location: Hybrid Model

7. Cost to the Company: Your compensation is INR 66,666 per month.

8. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions: (a) Provident Fund; (b)

Income tax deducted at source at the rates applicable; (c) Employment / professional taxes; (d)

Dues to Company including loans and advances; or (e) any other applicable statutory deductions the income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between the 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between the 16th to the end of the month are not entitled to the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as the absence

From duty. The days of absence will be treated as a loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for

Absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.





13. Termination: Subject to Clause 2, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event, you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice. This is so intimate that the full and final settlement will be done within the duration of 90 days post resignations of an employee from the company.
- b) In the event of termination on disciplinary grounds including but not limited to Embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 30 days' written notice. The notice period has to be served in full, unless Otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will Not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your Employment with the Company. The associate shall not refrain to get entitled in the same industry segment for 2 years post resigning from our organization.

14. Confidential Information: As an employee, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and Confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to Confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual Property rights are not assignable under

Applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.



16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of: a. Any act or omission by you; b. Contravention of any of the terms, conditions, covenants of this

Letter or the Non-Disclosure and Confidential Information Agreement; c. Any representation or warranty or information furnished to the Company found to be false; d. Violation/noncompliance with any laws/rules/regulations while rendering the services; and/or e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or

Business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company. b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company

And bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the

Stipulations herein contained, the Company shall without prejudice to any of its rights under

The terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding



the Terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, and signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such disputes shall vest exclusively in the courts of Gurugram, Haryana. The terms of your Employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest.

We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date: -

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet—All semester mark sheet
4. Graduation/Post Graduation—Provisional Certificate/Course Completion Certificate
5. Resume
6. Signed Copy of Offer Letter.
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Canceled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letters (Only for experienced candidates)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely, Team HR UAI Auto works  
Pvt Ltd.

**Accept Job Offer by signing below Human Resource Signature: This is a system generated offer letter and does not require authorized signature. SIGNATURE**







30<sup>th</sup> August 2022.

Deepak Karbal,

**Welcome Aboard!**

On behalf of IOS Commerce Pvt. Ltd. , we are pleased to confirm your association with us in Mumbai. This letter is intended to outline some key aspects of our association.

The terms of employment would be as follows:

### **1. Role & Accountability**

A detailed Job Description is attached herewith for your kind reference.

### **2. Designation**

You will be designated as **Design & Development Engineer Trainee** during the term of association.

Your total compensation will be **Rs 2,37,600 /-** as per details mentioned in Annexure 'I'. Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.

In addition, any expenses actually incurred by you, directly in connection with the assignment will be reimbursed subject to production of bills and vouchers, wherever applicable. The salary paid to you will be subject to deduction of tax at source as per existing tax laws.

You shall be solely responsible for payment of all or any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration and shall not be entitled for re-imbursement in regard thereof from the Company. You shall discharge any such tax liability within the time periods stipulated in this regard under applicable laws. In respect of any remuneration to be paid by the Company to you such remuneration shall be subject to any deductions and withholdings required to be deducted or withheld by the Company under applicable laws.

### **3. General Employment Obligation**

During the period of your employment with the Company, you shall devote to the best of your ability and experience, your whole working time, attention and energies to the business of the Company as may be necessary and shall use your best endeavors **to promote the interest and welfare of the Company.**

Further, during the term of your employment, you **will not directly or indirectly take up or engage in, any other business, occupation or employment or assignment or any office**, whether or not such activity is pursued for profit, gain or other pecuniary advantage, and you shall not render any other commercial or professional services or participate in any other commercial activity without the prior written permission of the Company.

You shall fully acquaint yourself with the various laws, orders, rules, regulations, notification etc. of the Central, State, Local and/or any other authority in force from time to time in so far as they relate to the discharge of your duties and responsibilities and see that all the requirements there under as also the principles of sound commercial practice are fully observed and complied with.



You shall **not pledge the Company's credit and/or make representation** unless you are specifically and duly authorized in that behalf.

You **shall properly account** to the company for any goods and/ or money belonging to the company that may come in your hands during the course of your employment.

You will **abide by the rules & regulations/ standing orders of the Company** in force, at present, and as varied from time to time including the terms of the Appointment Letter, upon issue and signing of the same.

#### **4. Date of Joining & Place**

You are advised to join on **02<sup>nd</sup> September 2022**, failing which the offer stands null and void. The terms and conditions of appointment shall be effective from your date of joining. You will be based at **Vasai** and travel as per the Business needs.

#### **5. Leave**

You shall be entitled for a 18 days total leaves annually exceeding to that will result in LWP (Loss without Pay).

#### **6. Performance Management Reviews**

The performance management cycle will be every year.

#### **7. Termination**

During your employment with the Company, the Company will be entitled to terminate your services without assigning any reason by giving you one month notice in writing or by the payment of one month's salary in lieu of such notice. In the event of your desiring to leave the services of the Company, you shall give the Company a prior written notice of one month, failing which you shall be liable for a payment in lieu of notice/short notice, prior to the date of relieving from the Company.

However, the Company may, at its sole discretion relieve you of your duties any time during the notice period, and in that event, you will be paid salary only up to the last day of your working.

#### **8 Travel**

The role may require to undertake travel on Company work both, local and outstation, for which travel expenses will be borne by the Company as per the travel guidelines.

#### **9 Confidentiality**

On being notified that a party to this Agreement considers information confidential, each party hereto agrees not to disclose the confidential information of the other party, directly or indirectly, under any circumstances or by any means, to any third person, without express, written consent and obtained in advance. Each party hereto agrees that it will not copy, transmit, reproduce, summarize, quote, or make any commercial or other use whatsoever of the other party's confidential information, except as provided herein.

Each party agrees to exercise the highest degree of care in safeguarding the confidential information of the other party against loss, theft, or inadvertent disclosure and agrees generally to take all steps necessary to ensure the maintenance of confidentiality.

On termination of this Agreement or as otherwise requested, each party agrees to deliver promptly to the other party all confidential information of that party, in whatever form, that may be in its possession or under its control.

The Consultant, at any time, without the prior written consent of the company, disclose or divulge or make public, except under legal obligations, any information regarding the company affairs, its Clientele, products, services, systems, methodology, administration or research carried out whether the same may be confided to you or become known to you, in the course of your services or otherwise.



## 10. Proprietary Rights of The Company (Information technology, private property)

All software, systems, methods, products etc. developed by you during the course of your assignment with the company, shall always be communicated to the company. This will be, and remain; the sole right / property of the company and you shall not have any right of any kind against the same.

## 11 Surrendering of Records

On termination, before you are relieved, you will immediately surrender to the Company, all correspondence, specification, formulae, books, documents, drawings, records, assets, etc. belonging to the Company or relating to its business and make or retain any copies of these items.

## 12. Employment Verification

Employment verification by means of a background check is a part of joining process and carried out on your joining; please ensure that the information and documents shared with us are correct. The management of the Company is free to take necessary and appropriate action in case of any discrepancy found in the verification report.

You are requested to go through this offer letter diligently and return the duly signed duplicate copy as a token of having accepted the terms of this offer within 3 working days, failing which the offer will stand null & void.

We are delighted to welcome you and we look forward to enjoy rewards, and meet challenges that lie ahead of us. TOGETHER!

### Annexure I

IOS		
	Annexure I	
w.e.f	1st April 2022	
Salary Components	Monthly	Per Annum
Basic + DA	9,900	1,18,800
HRA	4,950	59,400
Conveyance	1600	19,200
Education Allowance	200	2,400
Mobile Allowance	200	2,400
Other Allowance	937	11,248
<b>Gross Salary</b>	<b>18,612</b>	<b>2,23,344</b>
Ex Gratia Adv Bonus	825	9,896
<b>CTC</b>	<b>19800</b>	<b>2,37,600</b>
PT	200	2,400
Employee PF 12 %	1188	14,256
Total Deduction	1388	16,656
Employer PF 12 %	1188	14,256
<b>Net Salary</b>	<b>17,224</b>	<b>2,06,688</b>

Best regards,  
Neeraj Chawan  
Director

Deepak Karbal  
Place: Mumbai  
Date::30<sup>th</sup> August 2022





of Imaginarium Rapid Pvt. Ltd. at a yearly gross salary of Rs 2,20.030 /-. Your Date of **Joining** will be on 16th August 2022, Tuesday at 9.30am.

Kindly find below your CTC Breakup.

Earning	P.M.	Ded.	P.M.
Basic	8000	PF	960
Convey.	800	Esic	119
Edu Allow		P.TAX	200
Oth Allow	620		
Hra	6,400		
TOTAL	15,820		1,279
<b>MONTHLY TAKE HOME</b>			<b>14,541</b>
Yearly Earning		189840	15,820
Co's cont. PF Per Year		11520	960
Co's cont. ESI Per Year		6170	514
Bonus		12500	1,042
<b>Yearly Gross Package</b>		<b>2,20,030</b>	<b>18,336</b>



January 02, 2023

Shilpa Shantaram Jambhale,  
B.E Mechanical  
VIVA Institute of Technology,  
Vasai

Dear Shilpa,

Subject: Offer Letter

With reference to the discussions we had with you, we are pleased to appoint you as 'Graduate Engineer Trainee – Mechanical' in Zeeco India private Limited.

Your tentative date of joining would be **04th February 2023**. During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **INR 300,000/-** (Three Lakhs Only.) This includes an annual incentive component of **INR 25,000/-** (Twenty-Five Thousand Only). Additionally, you will be entitled to other benefits towards Medical and Accident Insurance.

On successful completion of the probation cum training period, your annual total compensation package would stand revised to **INR 335,000/-** (Three Lakhs Thirty-Five Thousand Only). This includes an annual incentive component of **INR 25,000/-** (Twenty-Five Thousand Only). Zeeco India will continue its contribution towards benefits such as Medical and Accident Insurance.

You will receive your appointment letter on the day of joining which would include terms and conditions of your employment. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

At the time of joining, please submit the following documents:

- Photocopy of your certificates and mark sheets in support of your educational qualifications (10th onwards)
- Photocopy of your Aadhaar Card/Pan Card.
- Three passport-size color photographs.

Please note this appointment is subject to you being found medically fit by an authorized medical practitioner from a reputed hospital.

Notice period shall be three months from either side. We look forward to welcoming you to our team.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Best Regards,  
Zeeco India Pvt. Ltd.  
Sanjeev Chipalkatti  
Managing Director

Accepted

Emp. Name: Shilpa Jambhale





10.06.2022

To,

**Chaitanya Sawant.**

**Nalasopara.**

**Professional Invitation from TubeFit Family**

With reference to your application and subsequent interview you had with us, we are delighted to invite you to join our Tubefit home. We believe that you have the potential and ability to achieve recognition as an outstanding performer; we are pleased to offer you the position of Trainee Quality Engineer.

- You will be paid a net salary of Rs.14000/-pm.
- You are required to work for 12 hours shift. (The above salary is for 8.5 hours, you will be paid overtime for the 3.5 hours.)
- You will be on probation for the period of 6 months.
- Your Work location will be at the office location of TubeFit Engineers and you will be reporting to the General Manager. You are required to adhere to the company policies and procedures in existence from time to time.
- You are required to provide 30 days notice during the Probation period and 45 days notice at the time of resignation or salary in lieu of the notice period.
- The company reserves the right to terminate the services during non performance / breach of company norms & values which includes moral turpitude. Appointment letter & terms & Conditions will be provided on your date of joining.

Your invitation has been made on the confidence that all the information provided are true in all means and sources and has is made with mutual understanding and agreement. You are required to produce all the below mentioned documents on the day of Joining.

You are required to join the invitation date otherwise this invitation will get cancelled unless otherwise mutually agreed in writing. For any further clarification/ information on Company Norms/ Policies/Role & Responsibilities, Please reach our HR at 8291278818 or email us at [hr@tubefiteng.com](mailto:hr@tubefiteng.com).

Please sign in the duplicate copy of this letter for our official records. We heartily welcome you into TubeFit Engineers at the earliest and wish mutual success in realizing Organisation and career goals.

Yours truly,  
**For TubeFit Engineers**

Human Resource Manager



**Document to submit**

- Relieving and Experience Certificate of your previous organization.
- Salary Certificate/Last Salary Slip of the Previous Employer
- Copies of Educational Certificates and Proof of Age
- Employee Data Sheet (Shall be provided after your acceptance)
- Color Photographs (4 passports & 2 Stamp Size).
- Aadhar Card and Pan Card Copy.







Please make the note of the following policies.

1. All the employees are expected to come to Office before 9.00 AM. Grace period for staff will be provided upto 9.10 AM. After 9.10 AM to 9.30 Am will be marked as late mark and post 9.30 Am will be marked as Half Day. A half day will be accounted for three late marks.
2. 15 Paid Leaves will be provided on pro rata basis. **Only accumulated leaves can be availed.** There will be no paid leaves for Probation period.
3. Paid leaves can only be availed after probation (6 months) from date of joining.
4. The benefits in case of overtime (After 6.00PM): The staff will be provided the Rickshaw fare (Rs.15) and evening snacks. Incase if you do not take the evening snacks provided from office you may claim Rs.10/- . Dinner allowance will be approved as per discretion of your immediate reporting.
5. Dinner allowance for the workers is capped at Rs.70/-. Amount exceeding to Rs 70/- will not be allowed. This allowance will be paid along with the salary.
6. Mobile phone usage is restricted for personal use. Please provide office landline number in case of emergency.
7. The policies are subject to change as per management discretion without prior intimation.

I hereby declare that that have read and understood the policies.

Sign:\_\_\_\_\_

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



## OFFER LETTER

Date: 29/09/2022

**Dear Nishant Satish Rane,**

Congratulations! We are pleased to offer you full time role for **Business Development Executive** at Improviens. Following are the key details related to your offer:

- a. Your place of work will normally be in Improviens office at Malad West.
- b. Your usual work timing will be 9 hours from Monday to Friday and 6 hours on alternate Saturday's including 1/2 an hour for lunch break as per current company's policy. 2<sup>nd</sup> and 4<sup>th</sup> Saturday and Sunday will be our weekly off.
- c. Your monthly salary will be Rs 20,000 with CTC as Rs 2,40,000.

Your date of joining will be 10<sup>th</sup> October, 2022 at 11 am. An appointment letter will be shared with you on your day of joining. This offer is contingent to successful completion of background check. Improviens believes you have the knowledge, skills and ability to provide important contributions to our organization. To formally accept this offer of employment, please sign and return this letter within two days. We look forward to having you join our team. Please also share the relieving letter and service certificate from the past employer(s) along with your acceptance.

Wish you all the best,



Pratik Baldota  
Proprietor, Improviens

Nishant Satish Rane  
Date:





**Offer Letter**

**To: Pratik Vajanadar.**

CAIT Edusys Pvt.Ltd. is happy to offer you for **Quality department** job role of **NAPS from 16 June 2022 At Raychem Rpg Pvt. Ltd.**

We believe your skills and experiences are an excellent match for our company. Your Salary per month will be Rs. 14000/-

You will be entitled for the following benefits:

- Canteen Facility
- Transport Facility

Your deductions will be:

---

---

---

We look forward to working with you.



Regard,  
Team HR  
CAIT Edusys  
Private Limited





Ref:USPL/TraineeOffer-22-23/007

Date: 17/08/2022

**Sub: Offer Letter**

Dear PRASAD KHULE

Thank you for meeting us to pursue an employment opportunity with us. Based on your bio data and the Campus placement interview you had with us, we are pleased to make you an offer as **"Trainee Engineer-Production & Design"** in our organization. You shall be on a **Trainee/probation period** for a minimum of six months during which you shall be paid a **stipend of INR. 16667/- p.m.** (INR.200000/- p.a.). Your stipend will be converted as a Salary along with confirmation letter. After confirmation of your service, your stipend will be revised with salary for **INR.275000/- (CTC) p.a.**

Your initial place of posting will be at Vasai (HO) / Mumbai. The management reserves the right to utilize your services in any of our group companies located elsewhere in India or abroad, either in existence or which may come in to existence.

The letter of intent is subject to the information provided by you in your bio data and interviews are correct and valid. The appointment is valid from the date of your joining, which should not be later than **22/08/2022 (Monday)**. Your formal appointment letter will be issued at the time of your joining after submission of related documents. In the meantime, we request your confirmation of acceptance by returning us a signed copy of this letter or E-mail.

Please note that any claims based on alleged verbal promises by any authority in the organization not a part of this letter will not be entertained in future.

Please bring the following documents at the time of your joining.

- (a) Original and photocopies of all your certificates (SSC onwards) including experience certificates.
- (b) Relieving Certificate from your last employee.
- (c) Proof of your last salary
- (d) Two passport size colour photographs.
- (e) Adhar card copy, PAN Card copies, Bank details (Cheque / Passbook copy)

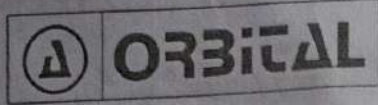
We look forward to your joining our organization at the earliest.

Thanking You,

**For Ubiquitous Signs Pvt.Ltd.**

HRD





# ORBITAL AUTOMATION PVT.LTD.

Works: A-10, Unit No. 10 To 12, Bhumi world, Pimple Village  
Near Nashik Highway Bhiwandi Thane-421302

14<sup>th</sup> Feb, 2023

Bhavesb Jadhav  
21, Bangalapada, Pokharbav,  
Bhiwandi Thane-421302  
Mob. 9373945841

**Subject: Appointment for post of Jr Design Engineer**

Dear Mr. Bhavesb Jadhav

With reference to the discussions you have had with us, we are pleased to appoint you as Design Engineer for our company on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 14<sup>th</sup> Feb, 2023

**2. Job title**

Your job title will be Jr Design Engineer.

**3. Salary**

Cost to Company - Rs. 14,000/- per month.

You will be eligible for Bonus as and when declared by the Company. Salary details are as set out in table below.

**4. Place of posting**

In this capacity, you will be located at Thane. Your services could be transferred to any other department / division of the Company. Notwithstanding your appointment in this company, your services could be reassigned to any other Company and/ or its Subsidiaries or Associate Companies at the discretion of the Management.

**5. Leave/Holidays**

- You are entitled to casual/sick leave of 6 days per year. These cannot be encashed.
- You are entitled to 09 working days of privilege leave. These can be availed after completion of the first year of unbroken service. The privilege leaves can be accumulated up to a maximum of 30 days. For getting such leave, it shall be your duty to apply in advance and seek prior permission for leave extension.
- When leave exceeds for more than 6 consecutive business days at a time, all holidays, like Saturdays between the first and last day of leave will be treated as leaves. Saturdays and other holidays can either be prefixed or suffixed with any leave but not both prefixed and suffixed.
- It is clarified that in addition to the above, you will not be entitled to any other benefits.
- In case you remain absent for a continuous period of 8 days (Including absence due to leave, though applied for, but not granted) or overstay for a period of 8 days, you can lose your employment at the discretion of the Management.
- With this appointment letter, you sign a bond for 2 years with Orbital Automation Pvt. Ltd. and for 1<sup>st</sup> year, an amount of Rs. 1,000/- from your monthly salary & bonus will be held with the company which will be returned to you after the end of bond period.







# ORBITAL AUTOMATION PVT.LTD.

Works: A-10, Unit No. 10 To 12, Bhumi world, Pimple Village  
Near Nashik Highway Bhiwandi Thane-421302

## 6. General Terms & Condition of Employment

- You will work within the frame work of the organizational structure, policies & directions as may be laid down / intimated to you by the management of the establishment from time to time.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you.
- This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice period or termination payment.
- Your personal details as given in the employment application form shall be deemed to be correct for communication purpose. However, in case of any change in your personal details, you will inform the management about the same within 3 days.
- You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.
- Your appointment and continuation in the employment is subjected to your remaining physically and mentally fit and clear as determined by the company.
- You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise, place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.
- Your services are liable to be terminated by either side by giving 1.5 months' notice in writing or pay in lieu thereof and in case you fail to do so and amount equivalent to the same shall be deducted from any amount due and payable to you.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct, disloyalty, negligence, commission of any act involving moral turpitude, any act of indiscipline or inefficiency, for loss of confidence or have committed any fundamental breach of contract or caused any loss to the Company.
- You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice period or termination payment.
- 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







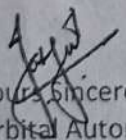
# ORBITAL AUTOMATION PVT.LTD.


**Works:** A-10, Unit No. 10 To 12, Bhumi world, Pimple Village  
Near Nashik Highway Bhiwandi Thane-421302

to the 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. At no time, will you remove any Confidential Information from the office without permission. In case of any breach of this trust, your appointment may be terminated by the Company without any notice period or termination payment.

- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.
  - All inventions, improvements, discoveries, designs, programs, drawings made by you either alone or with other persons, will become the sole property of the company. In case of your termination or resignation you are not allowed to divulge this to any other individual or organization. Breach of this condition could lead to legal action.
  - You will retire on attaining the age of 58 or earlier if found unfit.
- 7. Governing Law/Jurisdiction**  
Your employment with the Company is subject to Indian laws. All disputes & breach of this appointment letter shall be subject to the jurisdiction.
- 8. Acceptance of our offer**  
Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

  
Yours Sincerely,  
Orbital Automation Pvt. Ltd.

  
Bhavesh Jadhav





## ORBITAL AUTOMATION PVT.LTD.

Works: A-10, Unit No. 10 To 12, Bhumi world, Pimple Village  
Near Nashik Highway Bhiwandi Thane-421302

Name	Bhavesh Jadhav	
Department	Jr Design	
Designation	Design Engineer	
Location	Thane	
	Monthly	Yearly
Cost to Company	14,000	1,82,000

Note: Appraisal will be in earliest April/October after one year of date of joining.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Kindly bring the following within a period of one week of your date of joining:

- 1) Aadhaar card, pan card photo-copy.
- 2) Copies of certificate of your education, training qualifications.
- 3) Experience letters of your previous employment.
- 4) Relieving document from your previous employer.
- 5) Salary certificate of your last employer.
- 6) Two pass port size photograph.







**VOLODY PRODUCTS PRIVATE LIMITED**

604, Eco House, Vishweshwar Nagar, off. Aarey Road.,  
Goregaon (E), Mumbai: 400 063  
CIN: U74900MH2015PTC265881  
+91 8080809301 | Email: connect@volody.in

**Letter of Offer**

**Date: 19<sup>th</sup> December 2022**

**Raj Chorghe**

Email: rajchorghe11@gmail.com

Dear Raj,

With reference to the interview, you had with us in the recent past, we are pleased to make you an offer of employment in our company as a Management Trainee in VOLODY PRODUCTS PVT LTD. Your date of joining is **19<sup>th</sup> December 2022**.

Your appointment will be based on the following terms:

1. Your remuneration is as per the enclosed annexure. All the tax liabilities arising out of your entire compensation package, present and future, shall be borne by you
2. VOLODY PRODUCTS PVT LTD would be operating 6 days basis. By accepting and signing this appointment letter you automatically affirm your willingness to abide by the requirement of this position
3. Your appointment will be probation for a period of 6 months from the date of your joining the company which can be extended based on your performance in the company.
4. You will be required to give at least 60 days' notice of resignation to the company
5. As a full time, employee of the company, you will devote your work-time solely to the company's activities. You will not take on any employment or work of any nature without a written consent of a competent authority appointed by the Company's Director
6. You will always maintain utmost confidentiality with regard to records, documents and other information relating to the business of the company which is known, provided, or confided to you and you shall use the same only in a responsible manner, in the best interest of the company. Upon ceasing to be in the service of the company for any reason, you shall immediately return any records, documents and other information of the company which are in your possession and shall not retain any copies of the same
7. You will be bound by all the existing rules and regulations of the company and those that may be framed from time to time.
8. Initial 1 Month you will be trained on the various tasks of the organization, you are required to demonstrate commitment and dedication
9. There would be 12 Paid Leaves after the completion of 6 months period in the company.
10. Your Probation Period will be for 6 Months, and Salary will not be provided for that particular month, if you leave the company in 6 Months' time without any prior notice.





11. This letter is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statement or suppressed any material information, it shall lead to termination of your services by the company without any notice or compensation
12. During the course of employment, you will acquire, gain, generate, gather, and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the **Volody Products**, hereinafter called the “SECRETS”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
13. While you are in employment of the **Company**, you may be given or handed over **Volody Product’s** property and / or equipment in physical or electronic form including email access, CRM and databases access for official use and you shall take care of them including their upkeep. On cessation of employment with the **Volody Products**, you shall return all documents, books, papers including electronic records relating to the affairs of the **Volody Products**, purchased with the **Volody Product’s** money, which may have come to you, and any property of the **Volody Products** in your possession.
14. You hereby confirm that at least for 2 years after cessation of your employment with the **Volody Products**, you will not enter any profession, business or employment which competes with business/ profession of the **Volody Products**. You also hereby confirm that you will not, without prior consent of the **Volody Products**, solicit existing and prospective clients / employees/ vendors of the **Volody Products** for at least 2 years from the cessation of your employment.
15. All disputes arising out of this letter will be subject to the jurisdiction of the Mumbai Court. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working anywhere.
16. It may be noted that if your do not return the duplicate copy of this letter and if you do not report to work on or before the date specified above, it shall be deemed that you are not interested and the same will stand automatically withdrawn with effect from the said date
17. If the above terms and conditions are acceptable to you, please reply to the email in which this letter is sent as a token of your acceptance of this Letter of Offer.



We are in receipt of the following –

1. PAN
2. Address Proof
3. Passport size photograph
4. Offer letter /Appointment letter of Current/Previous organization
5. Last 3 months salary slips

Within 1 week of joining, you are expected to give the following -

1. Relieving letter / Experience certificate from the last employer

Welcome to VOLODY PRODUCTS PVT LTD and here' wishing you a rewarding career

**Yours Faithfully**

**For VOLODY PRODUCTS PVT LTD**



**Dinesh Sharma**

Enclosure:

1. Salary Annexure



## Salary Annexure

Salary structures can be bifurcated as under: The Net Salary will be deposited in the account details you have provided of your previous Company monthly. Any additional expenses other than you Salary will require a necessary approval from the Head of the Company.

**Name:** Raj Chorghe

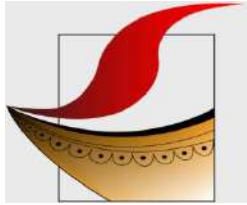
**Designation:** Management Trainee

**Date of joining:** 19<sup>th</sup> December 2022

Head	Per Month	Per Annum
Basic	7,500	90,000
HRA	3750	45,000
Travelling Allowance	1875	22,500
Medical Allowance	937	11,244
Other Allowance	738	8856
Profession Tax	200	2400
<b>Total</b>	<b>15,000</b>	<b>1,80,000</b>







# SAIDEEP VIBRATORS PVT LTD

E-mail: [hr@saideeponline.com](mailto:hr@saideeponline.com)

Mob. No: +91 9920473345

**Address:** A-11 & 24, Laghu Udyog Kendra, I.B. Patel Road, Goregaon East, Mumbai: 400063, Maharashtra(India).

**Factory Address:** Plot No: 17, 18 & 21, Palghar Taluka Industrial Co-operative Estate, Palghar-Boisar Road, Palghar West-401404, Maharashtra(India).

By Mail

Date: 21/03/2023

To,  
Mr. Sachin Gautam,  
(E-Mail: [sachin.sg2000@gmail.com](mailto:sachin.sg2000@gmail.com))

Address: Adharsh Nagar, Kurar Village, Malad East, Mumbai 400097, Maharashtra, India.

**Subject: Offer Letter.**

Dear Mr. Sachin Gautam,

This is in regards to your in person interview held at our office for the position of Jr. Technical Sales Engineer, we are pleased to offer the same to you as under:

**Position: Jr. Technical Sales Engineer**

**Job Duties:-**

- Prepare G A Drawings for Pre-Sales.
- Technical discussions with customers in coordination with production & design team.
- Making monthly product sales analysis on graphs.
- Providing technical sales backup to dealers.
- Preparing Technical manuals for customer reference.
- Techno-Commercial Negotiations if required.

**Joining Date: March 23<sup>rd</sup>, 2023.**



**Contract Includes:-**

- a. Reporting: You will need to report to the Commercial Head – Seemin Mujawar.  
b. Salary:

Description	Annual	Monthly
Basic Salary Annual + DA (without OT)	1,56,000/-	13,000/-
Basic Salary with Avg. OT	67,500/-	5,625/-
Avg. Yearly Bonus	14,994/-	-
Avg. Leave Wages Annual	15,576/-	-
50% EPF Benefit From Company Annual	21,600/-	1,800/-
Conveyance Allowance Annual (Or you can claim Bus/Rail FC Pass)	12,000/-	1,000/-
Mobile/Internet Reimbursement	2,400/-	200/-
HRA	7,800/-	650/-
Grade Allowance	16,200/-	1,350/-
Gratuity (As per law/company policy)	6,500/-	-
<b>Total Package (Avg. CTC)</b>	<b>INR. 3,20,570/-</b>	<b>INR. 23,625/-</b>

**PS NOTE: Taxes if any as per law will be deducted. The above salary in an approximate & may differ with working hours or holidays.**

- c. Working Hours: From 08:30 am to 7:00 pm. (Lunch Brake: 12:30 pm to 1:00 pm, Over Time Period is 5:00 pm to 7:00 pm).
- d. Weekly Holiday: Sunday.
- e. Notice Period: 30 Days. After confirmation, your services are liable to termination at one month's notice on resignation or forfeit one month's wages. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also, if you are found suffering from any infectious/contagious disease, the company may at its discretion terminate your services. No earned leave even due will be sanctioned during one months notice period on termination by the management or during one month notice period on resignation from the job.
- f. You shall bear your own taxes that shall be deducted from your salary and / or other dues.
- g. Your place of posting will at present be at Goregaon Head Office. You are liable to be transferred to another branch, shift, post of or place or to sister or associate or any other concern whether in existence or which may not come into existence hereafter. Your terms and conditions of service and the emoluments will not be adversely affected when you are transferred to sister or associate or any other concern. When required to work in the sister concern during normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation/other arrangements, if any. Also the management can shift the place/places of working anywhere in India and in that event you will have to make compliance for working at the new place of work and your salary and other benefits will



remain intact. Also management can shift the premises anywhere in India and you will report for work at the shifted place. On transfer, you will be paid wages as per the minimum rates either fixed and/or revised by the prescribed authority under the Minimum wages Act of that state which may be lesser or higher than your wages being drawn at the time of transfer.

- h. You will strictly observe punctuality. However in, exceptional circumstances expressly explained by you, the management shall allow a grace period upto 15 to 20 minutes at the start of your duty period but you shall not be allowed to join duties later than on hours of the starting time and will be marked as absent. In case you will come later than 15 to 20 minutes on three days in a months, your one day leave shall be deducted for every such three days on which you will come late as foresaid. The privilege of the grace period is not accumulative. Besides deduction as stated hereinabove, disciplinary action for habitual late coming can also be initiated.
- i. Any notice , memo or other communication required or permitted hereunder by either party shall be effective and shall be deemed to be received
  - (a) Upon delivery when delivered by hand. ( Refusal to receive any communication sought to be delivered personally will amount to insubordination )
  - (b) Upon delivery, if sent by an express courier with a reliable system for tracking delivery to the address mentioned hereinabove.
  - (c) Sent by certified or registered mail, postage prepaid, return receipt requested to the address as mentioned hereinabove.
  - (d) Upon delivery if sent to the email address mentioned on the employment application form of the candidate.
  - (e) Upon verbal communication or SMS sent on the mobile contact number provided by the parties.
  - (f) When transmitted, if sent by confirmed facsimile.

It will be your duty to intimate in writing to the management whenever there is any change of your address.

Also, you will not refuse to accept any communication as offered to you for personal delivery. During your employment with the company, management may use your personal Email ID for any official communications which will be deemed lawful communication to you.
- j. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality the management will draw an irresistible presumption that by remaining absent continuously and unauthorisedly, you have abandoned your job.
- k. 50% of EPF value to be deducted from the basic salary every month & shall be credited to your PF account directly. Also all other Taxes will be deducted too as per the government rules (if any).
- l. In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period will be entitled to 50% of your salary towards suspension allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance you will give an undertaking or affidavit every month in writing that you were neither employed nor self employed during such period.





- m. Working with any other company OR selling other goods/services is prohibited while being an employee of Saideep Vibrators Pvt Ltd.
- n. All materials such as drawings, data, gadgets or materials made in Saideep Vibrators Pvt Ltd or provided by the company are a confidential property of Saideep Vibrators Pvt Ltd. Any data leak/theft may lead to a Legal action. The management shall have the right to deduct the money value of such thing from your salary/dues and take such other action as it deems fit in the event of your failure to account for such properties whether during the course of service or otherwise.
- o. So as to maintain good ethics, privacy & relations you are expected not to join a company manufacturing/selling the same products for 24 months after your leaving.
- p. PS NOTE: First 6 months would be the probation period. Your services are liable to be terminated without any notice or wages in lieu thereof during the period of probation.
- t. Should there be any mishap or untoward event not expected or designed which may result into partial or total disablement or could be fatal, any employee who will be victim of such accident , he /she or his/her dependents will be entitled to compensation under Employees' Compensation Act, 1923. However , if an employee is member of the ESI then such obligation will be on the part of the ESI Corporation.
- u. It is to be notified that this establishment is covered by the Maternity Benefit Act , 1961 as amended in 2017 and the eligible employees will be entitled to every benefit accruing under the Act. The abstracts of the Maternity Benefit Act have been exhibited in the conspicuous place of the establishment. However, the employee who will be covered by ESI would avail such benefit from the ESIC.
- v. You will automatically retire without any notice on your reaching the age of 58 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.
- w. This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventuality, the management can recover the payment made to you towards your remuneration during employment.
- x. All disputes arising in connection with this Appointment Letter shall be settled, if possible, by amicable negotiation of the parties. If matter is not resolved by amicable negotiations within twenty (20) business days or such later date as may be unanimously agreed upon then the dispute shall be submitted to arbitration before the sole arbitrator to be appointed by the Managing Director/Director in charge of DIL . The arbitration shall be conducted in accordance with the provisions of the Arbitration and conciliation Act1996, as amended from time to time.



**Regards,**

Divya Ailani (LLB)



**SAIDEEP – (CFO & HR)**

**MOB:** +91 9920473345

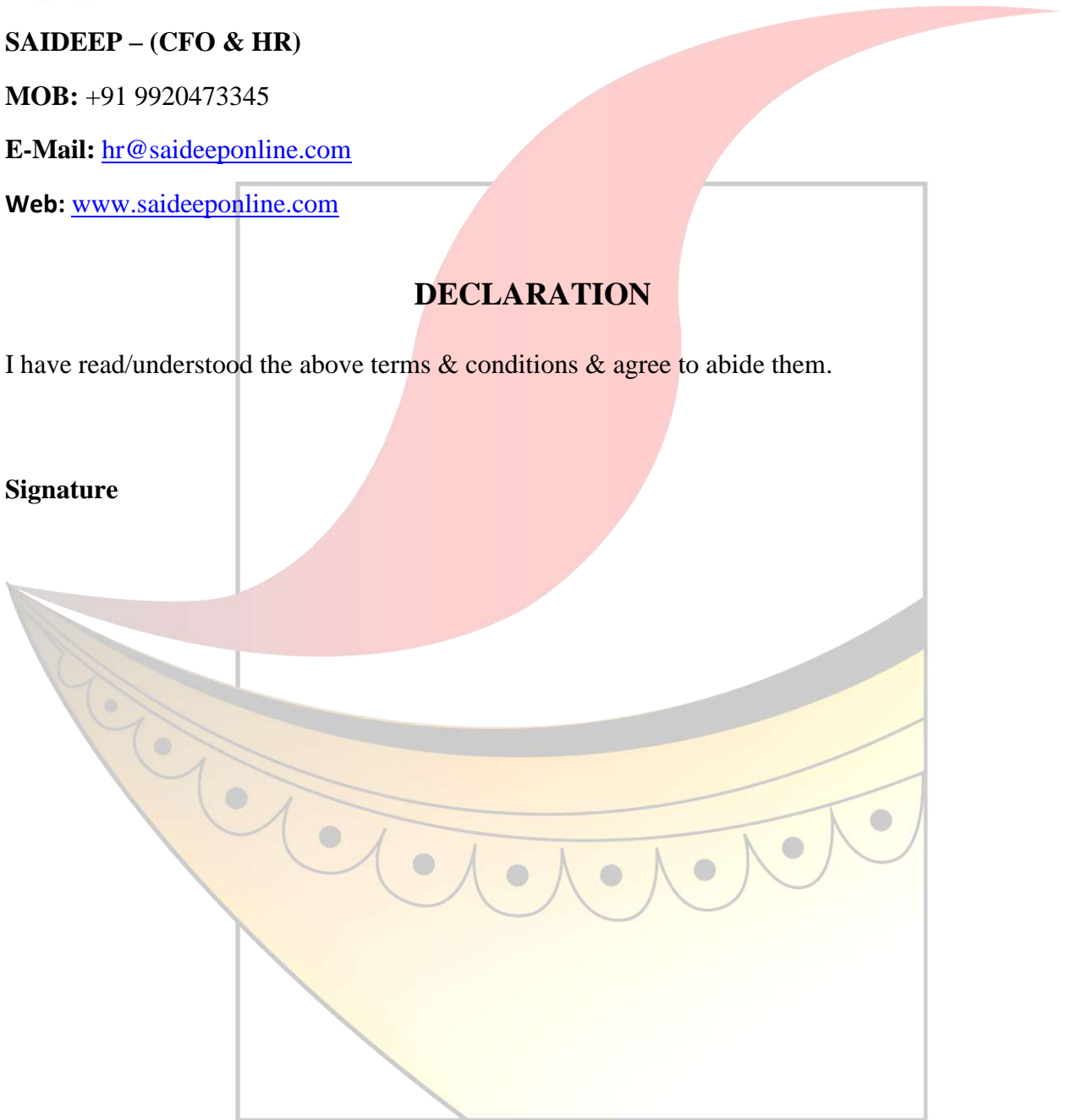
**E-Mail:** [hr@saideeponline.com](mailto:hr@saideeponline.com)

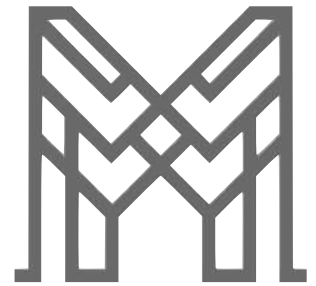
**Web:** [www.saideeponline.com](http://www.saideeponline.com)

### **DECLARATION**

I have read/understood the above terms & conditions & agree to abide them.

**Signature**





MACR MAYR

## APPOINTMENT LETTER

Date 2nd Jan 2023

O/W NO. DTN.2023.10.01

MR. SARVADNYA SHIRODKAR  
B-301, Gokul Samarpan-1,  
Gokul township, bolinj, Agashi road  
Virar West, Palghar-401303

Dear Sarvadnya,

Your performance as an intern was found to be impressive on basis of which, On behalf of MACR MAYR, it is delightful to extend this offer to appoint you as the **PROJECT ENGINEER**, in the segment. This appointment letter initiates from the current date, on basis of full-time monthly pay as stated below.

Specifics regarding the appointment as follows

Position Responsibilities: Although there may be some variation and change in responsibilities as the appointment proceeds, your duties in the appointment will be

- Visit delegated sites and carry out survey as needed to complete the job allowed
- Design, development, optimise and execution of new product, technologies as per task allotted time to time
- Train new recruits, dealer representatives other associates that perform specific role onsite
- Update data, records, reports as instructed in exact format stipulated
- Coordinate with ground team for any respective particular job
- Complete before deadlines for respectively assigned tasks
- Develop profile content, system for operation
- Other additional responsibilities assigned at any instance

During this responsibility you shall be paid as 18,000INR per month as gross salary.

Expecting that you will be able to complete these responsibilities satisfactorily in order to ascend towards greater and higher positions.

Authorised/signatory

Signature of Acceptance

MACR MAYR GC  
OAC House, Rajodi Beach  
Virar west, Mumbai, 401304





## APPOINTMENT LETTER



Date : 18.07.2022.

Mr. Nabhod Kumare  
605, Vijay Heights, Barampur,  
Behind Stella petrol pump, Near Dosti coral 3,  
Vasai (West),  
Palghar- 401202  
Mob: 77208 68899

Dear Mr Nabhod,

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you as **Trainee CAD CAM Engineer** on the following terms and conditions: -

Your appointment shall be effective from 18-07-2022.

1. That in consideration of on-the-job training being given by the employer, the employee agrees to serve for a minimum period of ONE year viz. for the first 12 months as Trainee. And thereafter 6 months in probation. If the management is not satisfied with your work and conduct, of which employers will be the sole judge, your services are liable to be terminated without notice at any time during the Training/probationary period.
2. Your stipend would be Rupees 12,000 (Indian Rupees Twelve Thousand Only) on a cost to company basis. Out of which Rupees 2,000 will be retained and paid at the end of 1<sup>st</sup> year. In case you resign before this period for any reason, the same will be forfeited. During Probation your enhanced Stipend will be discussed. Your Professional Tax will be deducted as per Government rules.
3. You undertake to work whole heartedly to the best of your ability and with all due care and to act in and to safeguard the interests of the company at all times and you will not take up any other paid or unpaid activity of a commercial nature.
4. You will not associate yourself or participate on your part or on part of your next of kin in any enterprise of any competition or business relation of the company, especially of a supplier, customer, agent or representative.
5. You undertake not to transmit directly or indirectly any business information apart from and accepting such particulars as you may be transmitted in the company's interest, in the usual course of your business activity to the company's competitors, their employees, agents or any other person.

Page 1 of 2



**Designcell CAD-CAM SOLUTIONS PVT. LTD.**

CIN : U29100MH2010PTC207586.

**Regd. Office :** 235, HubTown Solaris, Opp. Teli Galli, Vijay Nagar, Andheri (East),  
Mumbai 400 069, India. • Tel/Fax : +91 22 2837 8478 • E-mail : [contact@designcell.org](mailto:contact@designcell.org)

**CAD-CAM STUDIO •** M21, Anand Mangal Ind. Estate, Near Sharp Industries, Sativali Road,  
Waliv Phata, Vasai (East), Palghar 401208, INDIA. • Tel : +91 86059 96688



[www.topsolid.in](http://www.topsolid.in)

6. Your services when required may be transferred temporarily or permanently to any other place of operation and or business of management from time to time without detriment to your status and emoluments.
7. Our Work timings are 9.30 am to 6.00 pm on weekdays and Sundays will be weekly holidays, however you shall be required to work in shifts whenever if necessary.
8. During your Training Period if you are deemed fit / eligible you will be given opportunity to work in our sister concern M/s SubAero Precision Machining as well.
9. Over all you shall be governed by rules and regulations of the company.  
Disciplined work culture, punctuality is very much appreciated, use of Mobile Phones during the work hours is strictly dis allowed unless taken prior permission.
10. Your remuneration has been fixed and appointment has been approved considering your educational qualifications and experience as stated by you in your employment form and/or in the course of interview. If anything, contrary to that comes to the notice of the Management at any time, your services are liable to be terminated without any notice or pay in lieu thereof.
11. All legal disputes, that may arise in future, shall be subject to Mumbai Jurisdiction Only.

Kindly return the duplicate of this duly signed as a token of acceptance of this letter and also confirm the date of joining.

For DESIGNCELL CAD CAM SOLUTIONS PRIVATE LTD.



BHAVIN PADECHIA  
Director

\_\_\_\_\_  
I accept & confirm  
(Signature Full Name and date)

Page 2 of 2

