



Offer: Computer Consultancy
Ref: TCSL/DT20222854860/Mumbai
Date: 24/11/2022

Ms. Poorti Ramesh Nai
B/301,Atmaram Park 1,Beside Royal Enfield Showroom,Vartak Road,Virar WestVartak Road,
Beside Royal Enfield Showroom,
Mumbai-401303,
Maharashtra.
Tel# -

Dear Poorti Ramesh Nai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum of TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

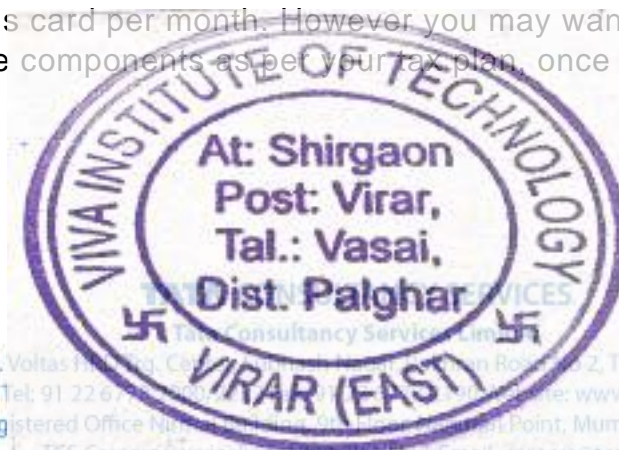
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

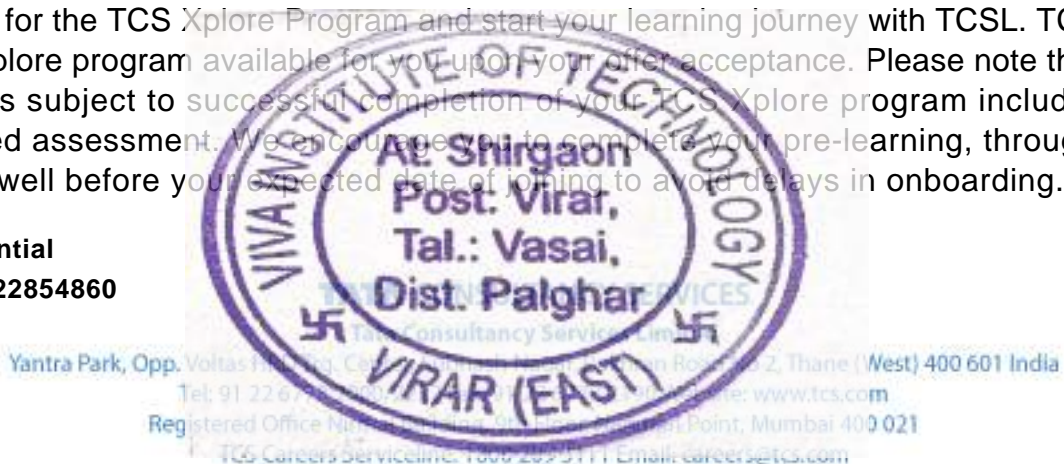
Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.





3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.





12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.





16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs 100 stamp paper if Birth Certificate not in English
- Any other affidavits on Rs 100 stamp paper if applicable (name affidavit for multiple names, signature affidavits)

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

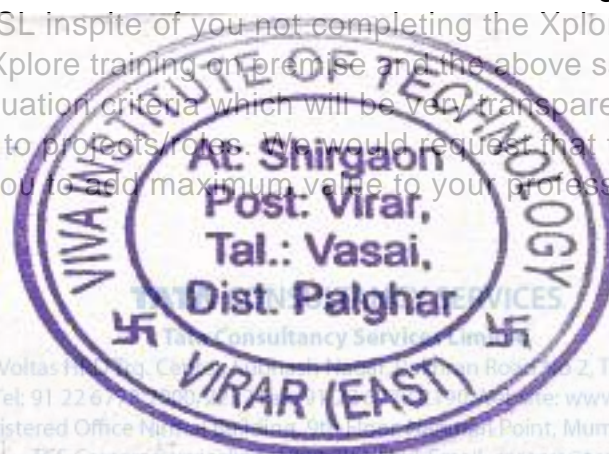
- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.





22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.





(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Yantra Park, Opp. Voltas Plant, C-10, Sector 10, Vashi, Navi Mumbai-400 705, India
Tel: 91 22 6742 1000, Fax: 91 22 6742 1001, Email: careers@tcs.com, Website: www.tcs.com
Registered Office: TCS Consultancy Services Limited, Plot No. 1, Sector 10, Vashi, Navi Mumbai-400 705, India
TCS Careers Service Line: 1800 209 5111, Email: careers@tcs.com



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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Yantra Park, Opp. Voltas Plant, C-1, Sector 10, Vashi, Mumbai 400 602 India
Tel: 91 22 6742 1000 | Fax: 91 22 6742 1001 | Email: careers@tcs.com
Registered Office: TCS Consultancy Services Limited, Plot No. 1, Sector 10, Vashi, Mumbai 400 602 India
TCS Careers Service Line: 1800 209 5111 | Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Poorti Ramesh Nai
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752





Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	





Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential
TCSL/DT20222854860

21



Yantra Park, Opp. Voltas Plant, C-1, Sector 15, Vashi, Navi Mumbai - 400 705, India
Tel: 91 22 6742 1000, Fax: 91 22 6742 1001, Email: careers@tcs.com
Registered Office: TCS Career Service Centre, Plot No. 1, Sector 15, Vashi, Navi Mumbai - 400 705, India
TCS Career Service Centre, Plot No. 1, Sector 15, Vashi, Navi Mumbai - 400 705, India
TCS Career Service Centre, Plot No. 1, Sector 15, Vashi, Navi Mumbai - 400 705, India

INDUSTRIAL ENGINEERING SYNDICATE**INENSY®**

11 to 14, Walia Industrial Estate,
Tungareshwar Industrial Complex,
Sativali, Vasai (East), 401 208
Maharashtra. (INDIA)

03 March 2023

Mr. Omkar S. Choudhari
Viva Collage,
Virar (w).

Dear Mr Omkar Choudhari

We are pleased to extend you a Provisional Offer Letter for the position Graduate Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.
2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.
3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy. On Joining you will have required to furnish below attested copies and original documents.
 - Educational Mark sheet & Certificates.
 - Two passport size photograph
 - Aadhar Card
 - Pan Card
 - Bank Passbook & 1 cancelled cheque
4. Your Gross Salary will be Rs.18000/- with subject to deductions as per statutory compliance. You shall join the services of the company on or before 01st June 2023.
5. On Joining you would have required to furnish below attested copies and original documents.

If you are agreeable to the above terms, please sign us the duplicate copy of this provisional offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the provisional offer will become invalid.

Detailed appointment would be share with you on the date of joining.
Thanking you,

Yours sincerely,

Industrial Engineering Syndicate

Pradnya N. Bhutane
Manager - HRD

Accepting the Provisional Offer for

At: Shirgaon
Post: Virar,
Tal.: Vasai,
Dist. Palghar

Omkar S. Choudhari
Date:

Classification: Public



Subject: Final Result - Off Campus Interview - 03 May 2023

To: rajkumardevkar@viva-technology.org

<rajkumardevkar@viva-technology.org>,

pratikparsewar@viva-technology.org

<pratikparsewar@viva-technology.org>

Cc: Sujit Baikar <sujit.baikar@pramahikvision.com>,

Santosh Singh <santosh.singh@pramahikvision.com>,

Nambirajan Thever

<n.thever@pramahikvision.com>, Vipul Shinde

<vipul.shinde@pramahikvision.com>

Dear Mr. Rajkumar Devkar and Mr. Pratik Parsewar,

Good Evening

This is reference too off campus interview conducted in our premise on 03rd May 2023.

Please find Interview Result,

Sr. No	Name	Education	Status	Employment Type
1	Omkar S Choudhari*	BE Pursuing	Selected	One year FTC on PHIPL rolls
2	Rutik Pandurang Kini*	BE Pursuing	Selected	One year FTC on PHIPL rolls
3	Dhurnid Iswar Chauhan	BE Pursuing	Selected	One year FTC on PHIPL rolls





Techq Konnect Technologies Pvt. Ltd.,
Off. No. 203, Maruti Chambers II,
Beside Vasai Bus Depot, Vasai West,
Palghar – 401202, Maharashtra, India.

REF NO: INT2324AC001

SUBJECT: **APPOINTMENT LETTER** (hereinafter referred to as “Agreement”)

Dear **Megha Kini**,

As per our discussions and on your representation that you have the necessary expertise and experience to render the Services herein, we are pleased to confirm your arrangement for providing services of an **Embedded System Engineer** with **Techq Konnect Technologies Pvt Ltd** for the Term (defined below) subject to with the following terms and conditions.

1. TERM

You are hereby appointed as an **Embedded System Engineer** with the Company for a term commencing from 01st June 2023 and shall extend to 31st August 2023 unless terminated in accordance with this Agreement (“Term”). **Techq Konnect Technologies Pvt Ltd** (“Company”) reserves right to extend the Term on the sole discretion of the Company.

2. NATURE AND SCOPE OF SERVICES

During the Term of this Agreement, you shall, for the benefit of the Company, provide Services including without limitation to the following:

- You shall provide the Services as and when requested by the Company;
- You shall provide the Services in a professional, timely and efficient manner and in accordance with industry standards;
- You shall use Company’s infrastructure and equipment for rendering the Services and shall handle such equipment’s with due care;
- You shall provide the Services at such locations as may be required by the Company;
- You shall in the performance of Services under this Agreement comply with and conform to the instruction or directions given by the Company’s representative or any person assigned by him, from time to time;
- You agree that you shall exercise reasonable due diligence and professional skill and care in performance of your duties, covenants and obligations under this Agreement;
- You acknowledge that the Company requires you to devote your whole time and attention to the Service of the Company during the Term. For this reason, during the Term, you must not (without the Company’s prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise);
- You shall provide the Services in compliance with all applicable laws.
- You agree to work during the office hours of the company i.e., from 9am to 6pm Monday to Saturday.

3. COMMENCEMENT AND DURATION

- This Appointment shall become effective from the date mentioned in Clause 1 of this Agreement and shall be subject to the provisions of Clause 7.
- In case the Company is desirous of extending the Term, it shall give you a written notice of at least 7(seven) days prior to the expiry of the term expressing its intention to renew for a further period. Subject to your written acceptance of the extension of the term, your appointment herein shall stand extended for the





Techq Konnect Technologies Pvt. Ltd.,
Off. No. 203, Maruti Chambers II,
Beside Vasai Bus Depot, Vasai West,
Palghar – 401202, Maharashtra, India.

period as decided by the Company. However, the Parties may waive the requirement of notice as stipulated in this Clause.

c. Leave: You will be entitled to leave as per the prevailing policies of the Company and the applicable Labour Laws, as amended from time to time.

d. Sick Leave: One (1) Paid Sick Leave can be availed every month.

4. REMUNERATION

In consideration of the Services provided by you, the Company shall pay you an all-inclusive amount of Rs. 10,000/- per month as fixed pay. In case the Company is desirous of extending the Term, i.e., after the period of 3 months the Company shall pay you an all-inclusive amount of Rs. 15,000/- per month as fixed pay.

5. CONFIDENTIAL INFORMATION

a. As Confidential Information will from time to time become known to you, the Company considers and you agree that, the restraints set forth in this Agreement (on which you have had the opportunity to take independent legal advice) are necessary for the reasonable protection by the Company of its business and the clients thereof.

b. You shall not at any time during subsistence of this Agreement, (except so far as is necessary and proper in the course of your appointment), or at any time after termination of this Agreement, disclose to any person any information as to the practices, business dealings or affairs of the Company or any of the Company's clients, or as to any other matters of the Company or any of the Company's clients, or as to any other matters which come to your knowledge by reason of your appointment or during the course of your appointment. Details of any systems used by the Company or other information, knowledge, names, or addresses of any clients, customers, vendors or agents of the Company and techniques obtained during the course of your appointment must not be disclosed to any person outside the Company, either during appointment or at any time afterwards.

c. You agree that you will not at any time during the subsistence of this Agreement or on expiry or on termination/cessation of your employment with the Company or thereafter, issue any statements to the press (whether oral or written) regarding the business and strategies of the Company which have not directly been authorized by the Company

d. The obligations under this clause shall survive the termination or expiration of this Agreement.

6. NON-COMPETE

You acknowledge that during the course of your employment with the Company, you will become familiar with the Company's trade secrets and with other confidential information concerning the Company and its associates, clients and related companies and that your Services will be of a special, unique and extraordinary value to the Company. You agree that during the Term hereof and for six months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render Services for, or engage in any business competing with the businesses of the Company or its associates or related Companies within India and any other part of the world. For the purpose of this Agreement, the "businesses of the Company" shall mean Technical Services such as App/Web/Products/PCB Development along with providing of Engineering Projects.





7. TERMINATION

- a. The Company shall have the right to terminate this Agreement for any reason it deems fit, by giving a written notice of not less than 7 days or compensation in lieu of 7 days' notice.
- b. Notwithstanding the provisions of Clause 7(a), the Company shall be entitled to terminate this Agreement at its sole discretion with immediate effect if you:
- I. in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of, your duties or obligations under this Agreement or commit any act of gross misconduct or gross negligence in performance of your obligations under this Agreement; or
 - II. are convicted of a criminal offence, or indicted of any criminal offence, which, in the reasonable opinion of the Company, may detrimentally affect the Company; or
 - III. are unable to perform these obligations under this Agreement; or
 - IV. become of unsound mind; or
 - V. don't perform your Services with honesty and integrity and/or you indulge in activities which amount to moral turpitude or acting against the interest of the Company; or
 - VI. In case any bona fide sexual harassment complaint is received against you by the Company; or
 - VII. do not perform the services as per the satisfaction of the Company.
- c. On termination of your Services for any reason, the Company will be entitled to deduct any amounts you owe to the Company from the amounts owed to you.
- d. You acknowledge that the Company has invested considerable time, resources and effort in training you and hence you agree you shall not have the option to terminate this Agreement during the Term ("Lock-in"). In the event You terminate this Agreement in the Lock-in Period or stop reporting to work in the Lock-in period without notice, the Company shall have unfettered right to claim specific performance and in addition thereto liquidated damages equal to the remuneration payable during the Term which you agree to be reasonable pre-estimate of the damages that the Company shall suffer in case of your non-observance of the Lock-in period., in addition to any other legal remedies the Company may have.
- e. You shall also deliver to the Company all company property, equipment and materials (including correspondence, notes, plans, data, analysis or other documents of whatsoever nature and all copies thereof) made or compiled or required by you during your engagement hereunder and concerning the business, finances or affairs of the Company.

7. INDEMNIFICATION

You shall indemnify, defend and hold the Company harmless from and against any and all damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to:

- a. breach by you of any of your responsibilities/obligations or covenant under this Agreement;
- b. claim by a third party that any aspect of the Services infringes any of their rights;
- c. negligence, recklessness or wilful misconduct by you in the performance of the Services.

8. NO ASSIGNMENT

Your obligations under this Agreement are of a personal nature and shall not be assigned or transferred to any third party without the prior written consent of the Company.





Techq Konnect Technologies Pvt. Ltd.,
Off. No. 203, Maruti Chambers II,
Beside Vasai Bus Depot, Vasai West,
Palghar – 401202, Maharashtra, India.

9. REMEDY

It is agreed that your position in the Company is of a unique, unusual, special and extraordinary nature, and of a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in any action at law, and that a breach or threatened breach of this Agreement by you shall cause the Company grave and irreparable injury and damage. You agree that the Company, in addition to any other remedies, shall be entitled to injunctive and other equitable relief to prevent a breach or threatened breach of this Agreement by you. Notwithstanding anything to the contrary in this Agreement, if you breach any provision of this Agreement, the Company shall have the right, subject to statute, to set-off against any sums the Company owes you the amount of any damages incurred or suffered by the Company as a result of the breach. Any such set-off shall not be presumed to be in full satisfaction of or as liquidated damages for or as a release of any claim or damages against you that may accrue to the Company as a result of the breach.

10. GOVERNING LAW

This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the Laws of India and the courts of Mumbai shall have the exclusive jurisdiction.

Kindly sign this Agreement herein below confirming your acceptance of the terms and conditions of your engagement.

NAME:

SIGNATURE:

DATE:

PLACE:

Warm regards,

ANKIT ANIL PATIL

Founder & Director

Techq Konnect Technologies Pvt. Ltd.



DPIIT RECOGNISED STARTUP

03, 1st Floor, Ramashray CHS, Plot No. 21,
Sector 19, Nerul, Navi Mumbai,
Thane, Maharashtra, 400706

Email: -avighna.mechatronics@gmail.com

GST No: - 27ABOFA0152C1ZV, PAN No: - ABOFA0152C

Date: 1st June, 2023

Dhruvil Chauhan
Room no. 303,A, Shradha Mandir CHSL
Manav Mandir Complex, Ambadi Road, vasai Road,
Vasai West, Plaghar-401202.

Dear Mr. Dhruvil Chauhan,

Sub: Appointment Letter

Further to your application and subsequent interview we had with you, we are pleased to offer you the position of **Project Engineer** in our organization, based at "Rabale, Navi Mumbai" office on the following terms and conditions.

1. Your annual Cost to Company (CTC) will be Rs. 1,80,000/- (One Lakh Eighty Thousand Only) subject to statutory deductions, to be paid in monthly installments.
2. From the date of commencement of your duties from 1st June, 2023 you shall be on probation for Six months.
3. The normal working hours of the establishment to which you are attached will apply to you. There may be occasions however, when you will be required to work beyond these hours, due to exigencies of work.
4. You shall do such work that will be assigned to you from time to time. In which event you shall not be entitled to any additional payment, allowances, compensation in lieu thereof.
5. You shall not at any time during the continuance or after the termination of your employment divulge either directly to any person, firm or company or use for yourself or another any knowledge, information or documents concerning the business and affairs of the company that you may have acquired during your appointment or employment.
6. Your service is terminable by one month notice or one month gross salary in lieu of notice on either side
7. Notwithstanding anything to the contrary contained herein, the company shall be entitled to terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in the case of any act, of dishonesty, disobedience, neglect of duty, irregularity in attendance or the breach of any terms, conditions and stipulations contained herein.
8. Your appointment is subject to your acceptance of the existing service conditions of the company and any amendments thereto that may come into force from time to time hereafter.

Please sign and return a copy of this letter as a token of your acceptance of our above appointment.

Your's Faithfully

For Avighna Mechatronics & Controls LLP

Authorized Signatory

Read & Accepted

Signature

P.S.R.
[Signature]



APPOINTMENT LETTER

Date : 29th May, 2023

Mr. Nayan Tiwramkar
105 B Wing, Kamalganga CHS,
Navghar, Bhayander (E)
Contact No. 8928325301

Dear Nayan Tiwramkar,

We are pleased to appoint you as a **Testing & Calibration Engineer** in our organization, effective **29/05/2023**, on the following terms and conditions:

1. Salary Revision

Your salary will be reviewed on April 1st of each year or at such other time as the Management may decide.

Salary revisions are discretionary and will be subject to and on the basis of effective performance and results.

You will be entitled to privilege 21 sick and casual leaves as applicable to your category of employees after four months from the date of Joining.

Details regarding salary are mentioned in Annexure-A.

2. Probation

You will be on probation for four months. The probation period can be extended at the discretion of the Management, and you will continue to be on probation until an order of confirmation has been issued in writing.

3. Full Time Employment

Your position is whole-time employment with the Company, and you shall devote yourself exclusively to the business and interests of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder/debenture holder) in any other trade or business during your employment with the Company, without permission in writing of the Management of the Company. You will also not seek membership in any local or public bodies without obtaining specific permission from the Management.



4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you come up with any new or improved ways to enhance the designs, processes, formulae, or systems related to the Company's business or operations, please inform the Company. Any such developments will belong solely to the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down about conduct, discipline, and other matters. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

If any declaration given, or information furnished by you, to the Company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. If you wish to resign, you must serve one month's notice period or compensation in lieu thereof. Upon termination of employment, you will immediately hand over to the Company all correspondence, confidential data, specifications, formulae, books, documents, market data, cost data, drawings, effects, or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you shall return all company property that may be in your possession.

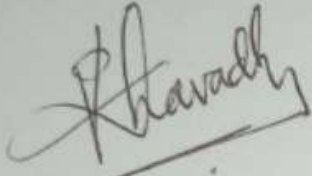


ANNEXURE 'A'

Name: Mr. Nayan Tiwramkar
Designation: Testing & Calibration Engineer
Date of joining: 29/05/2023
Salary (CTC): Rs. 14,000/- per month

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

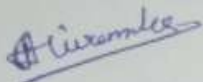
For Process Precision Instruments



Prabhakar Khavadkar
Manager- Production

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Agreed & Accepted



Nayan Tiwramkar



Hi,
Congratulation student you have
cleared your teq interview ..!
We request you to come for final
round interview.

Meeting Details:

Date - 22th March 2023

Time - 3:00 o'clock

Address - Plot No 116, RSC-6, near
Jalaram Medical Store, Shivkrupa
CHS, Gorai 1, Borivali West, Mumbai,
Maharashtra 400091

PLEASE DO CARRY DOCUMENTS:

- 1) Adhar Card Copy
- 2) Pan Card Copy
- 3) SSC + HSC Original & Copy
- 4) 2 Passport Size Photo

Regards, Thanks

HR - Kirti Patil

Robok



2:12 PM ✓✓



Joining details - Barfiwala - 26th june @11

1 message

Kiran Palai <hr@robokart.com>

Thu, May 25, 2023 at 1:24 PM

To: abhikhandekar04 <abhikhandekar04@gmail.com>

Cc: Chaitali Shah <chaitali@robokart.com>, Abhishek Rane <abhishek@robokart.com>

Dear Abhishek K
Welcome to Robokart Team !!

We are pleased to offer you an appointment as a **"Research and Development Engineer + Robotics Trainer"** in Robokart Company (ATL LAB)

[Your Joining day is 26th June 2023 @11:00 O'clock.](#)

Your contribution is important to ensure our sustained success and growth.

We hope that your career here will be a gratifying one.

You would get maximum support from the whole of our team and we look forward to having the best relationship with you.

- * Bond duration - 6 Months
- * In hand salary- 15,000 per month
- * Job location allotted mentioned below - School Name: CD Barfiwala, Andheri.

Documents Required: Share with us on same mail pdf format

- 1) Aadhar Card
- 2) Pan Card
- 3) SSC,HSC

We look forward to working with you and wish you a successful and rewarding career with us.

Kindly acknowledge the same and confirm your joining as [on 26th june 2023](#)

Thank You & Regards,

HR - Kiran Palai

M : 9112461842

[WEB](#) | [YouTube](#) | [FB](#)





Abdulkadir Shabbir Hussai...



To,
Abdulkadir Shabbir Hussain Sadriwala,
5/305 Ostwal Paradise,
Opp Shivar Garden. Mira road,

Subject: Offer Letter

Dear Mr. Abdulkadir Shabbir Hussain Sadriwala, we are pleased to offer you the designation of "Front-End Developer" at PIXSONIK.

Your skills and background will be valuable asset to our team. We feel confident that you will contribute your skills and experience to the growth of our organisation.

As per our discussion, the date of commencement of your service is 22nd May, 2023. First six months will be your probation period. And you will be paid annually gross salary of Rs. 3,00,000/- (Three Lakhs Only).

Your working hours as per the current company policy will be:
Monday to Friday – 10:00 am to 7:00 pm
Saturday – 10:00 am to 2:30 pm
1st and 3rd Saturday of every month will be a holiday.

WELCOME TO PIXSONIK!

Regards,

Nikhil Vijay Tigdi
CEO, PIXSONIK

A-201, 2nd Floor, Techno HS, Next to Sasmira College, Sasmira Road, Worli, Mumbai – 400 030
nikhil@pixsonik.com 022-26662666 www.pixsonik.com



To,
Mr. Aman Sandeep Kutrekar
G-501, Sunrise Apt, Shree prastha, 2nd
road,, Near Mother Marry School,
Nallasopara West, Mumbai,
Maharashtra 401203
Email: - amankutrekar45@gmail.com

Date: 08-08-2023

OFFER LETTER

Dear Mr. Aman,

We are pleased to offer you the position of **Associate Engineer** on deputation with our client **Tata Communications Ltd**, for a fixed period of employment. This assignment is purely a contractual assignment from **14-08-2023** to **13-08-2024**.

We are enclosing the details of the salary package, payable to you.

As per the terms discussed, a formal Appointment Letter will be issued on your date of joining

Kindly note this offer is subject to successful verification of UAN in terms of Aadhar Seeding and affirmative reference check response. In case you fail to do so or if we find any of the documents submitted are false then this offer will become invalid and stands withdrawn.

Also note that as per company policy, it is mandatory to complete online training modules named as POSH, TCOC, ISAC and Dignity at workplace through PRISM system within 30 days from the date of joining. Failing which the management can take the suitable action.

This offer is open to Ten days from the date of issue and will stand withdrawn thereafter automatically.

Kindly sign the duplicate copy of this letter as a token of your acceptance.

With Warm Regards,

For Lobo Staffing Solutions Pvt. Ltd.



Authorized Signatory



Annexure I

Name : Mr. Aman Sandeep Kutrekar
Designation : Associate Engineer
Reporting Head : Palkesh Sham Khandelwal
Location : Mumbai Maharashtra
Start Date : 14-08-2023
End Date : 13-08-2024

SALARY COMPONENT	AMOUNT
BASIC	11,632
DA	2,444
SPECIAL ALLOWANCE	0
HRA	823
CITY COMPENSATION ALLOWANCE	0
MOBILE ALLOWANCE	500
OTHER ALLOWANCE	0
ADVANCE TO STATUTORY BONUS	1,175
GROSS SALARY (A)	16,574
<u>Benefits: (B)</u>	
PF EMPLOYER	1,895
ESIC EMPLOYER	539
INSURANCE & OTHER CHARGES.	200
COST TO COMPANY (A+B)	19,208
<u>Deductions: (C)</u>	
PF EMPLOYEE	1,749
ESIC EMPLOYEE	124
PROFESSION TAX	200
NET TAKE HOME (A-C)	14,501

For Lobo Staffing Solutions Pvt. Ltd.



Authorized Signatory

I hereby accept the above-mentioned terms and conditions

Name: Aman Sandeep Kutrekar

Signature:

Date: 08-08-2023





Offer: Computer Consultancy
Ref: TCSL/DT20223332895/Mumbai
Date: 04/10/2022

Ms. Aditi Rajaram Patil
Flat No. 101/ 2nd Wing, Krupa Nagar, Chandresh Lodha Margh, Achole Road,
Near Nagela Talav, Nalasopara (East),
Mumbai-401209,
Maharashtra.
Tel# 91-8806786629

Dear Aditi Rajaram Patil,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum in TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

HIS offers the following benefits:

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

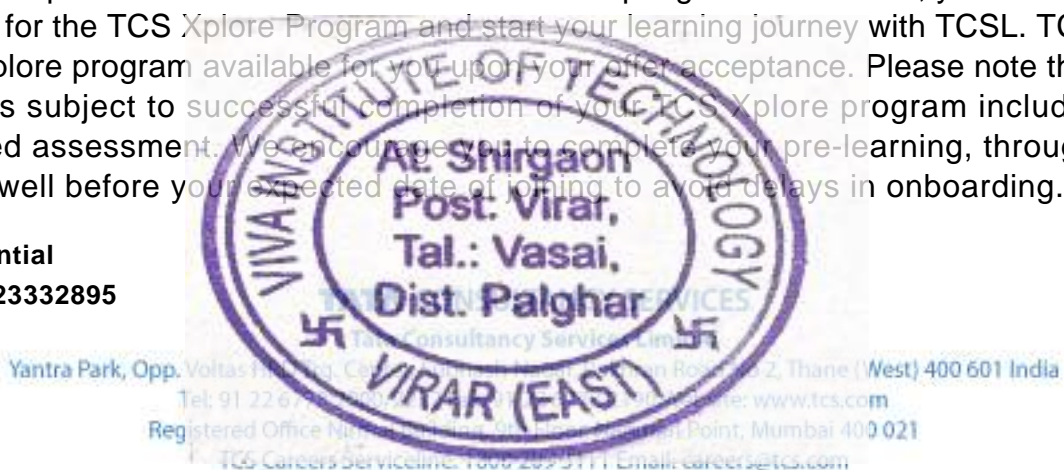
Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.





3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.





12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

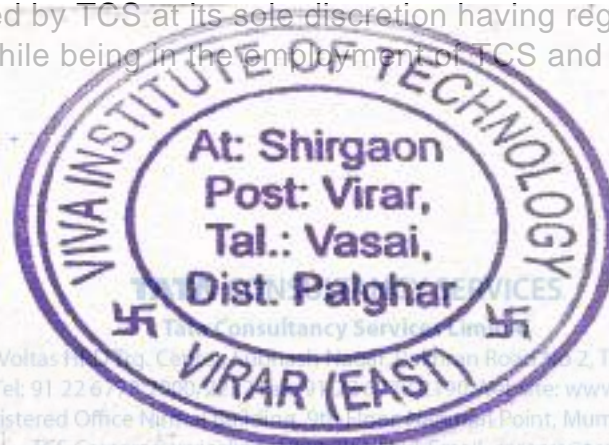
You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.





16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs 100 stamp paper if Birth Certificate not in English
- Any other affidavits on Rs 100 stamp paper if applicable (name affidavit for multiple names, signature affidavits)

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

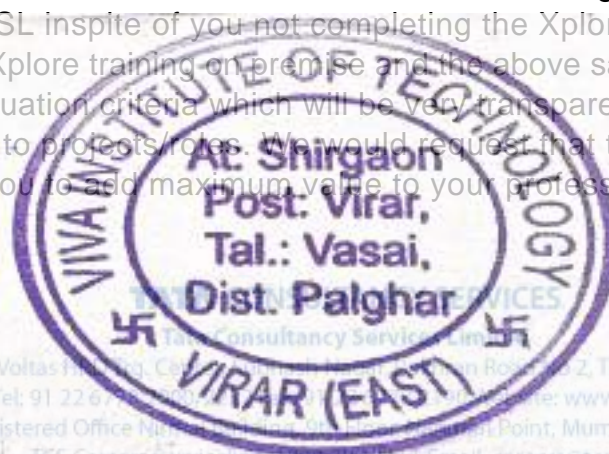
- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.





22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.





(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Yantra Park, Opp. Voltas Plant, C-10, Sector 10, Vashi, Navi Mumbai-400 705, India
Tel: 91 22 6742 1000, Fax: 91 22 6742 1001, Email: careers@tcs.com, Website: www.tcs.com
Registered Office: TCS Consultancy Services Limited, Plot No. 1, Sector 10, Vashi, Navi Mumbai-400 705, India
TCS Careers Service Line: 1800 209 5111, Email: careers@tcs.com



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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Yantra Park, Opp. Voltas Plant, C-1, Sector 10, Vashi, Navi Mumbai - 400 705, Maharashtra, India
Tel: 91 22 6742 1000 | Fax: 91 22 6742 1001 | Email: careers@tcs.com | Website: www.tcs.com
Registered Office: TCS Limited, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 5111 | Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Aditi Rajaram Patil
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752





Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	





Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential
TCSL/DT20223332895

21



Yantra Park, Opp. Voltas Plant, C-1, Sector 15, Vashi, Navi Mumbai-400 705, India
Tel: 91 22 6742 1000, Fax: 91 22 6742 1001, Email: careers@tcs.com, Website: www.tcs.com
Registered Office: TCS Career Service, 10th Floor, 10th Main Point, Mumbai 400 021
TCS Career Service Line: 1000 209 5111, Email: careers@tcs.com

OFFER OF INTERNSHIP

Welcome, Faraaz Biyabani!

We are very excited to have you join our Contentstack Tribe.

In the pages that follow you'll find details regarding your compensation.

If you have any questions at all, please reach out to our People Operations Team at peopleops_india@contentstack.com or your manager, Renuka Reddy at renuka.reddy@contentstack.com. We're here to help.

Offer Summary

Position | Associate Software Engineering Intern

Start Date | January 5, 2023

End Date | June 30, 2023

Hiring Manager | Renuka Reddy

Registered Office | Contentstack India Pvt Ltd., 8th Floor, New Viva College, New Viva College Rd, Opposite DMart, Vartak Ward, Virar West, Virar, Maharashtra 401303

Stipend | During your internship you will be paid INR INR 50,000.00 monthly stipend.

Employment Agreement | You will receive an Employment Agreement on your date of joining. This Agreement will include the terms of your employment relationship with Contentstack, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Contentstack during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Contentstack.

Please acknowledge and sign this Offer of Employment. We must receive your decision to accept this Offer of Employment by November 2, 2022, after which, this offer will expire.

Sincerely,


DocuSigned by:
Renee Holland
FD8DB6413C65125
Renee Holland

VP, People

Date 10/28/2022



[Acceptance](#) | By signing this Offer of Internship you agree to and accept the terms and conditions of employment with Contentstack.

DocuSigned by:

845901CD22414AC...
Signature

Date 10/29/2022

Name Faraaz Biyabani

One Team. One Dream.



OFFER LETTER

Congratulations, Faraaz Biyabani!

We are very excited to have you continue your journey with our Contentstack Tribe.

In the pages that follow you'll find details regarding your compensation and benefits.

If you have any questions at all, please reach out to our People Operations Team at peopleops_india@contentstack.com or your manager, Renuka Reddy at renuka.reddy@contentstack.com. We're here to help.

Offer Summary

Position | Associate Software Engineer

Start Date | July 27, 2023

Hiring Manager | Renuka Reddy

Registered Office | Contentstack India Pvt Ltd., 8th Floor, New Viva College, New Viva College Rd, Opposite DMart, Vartak Ward, Virar West, Virar, Maharashtra 401303

Annual Salary | Your annual CTC of INR 1,200,000.00 will be paid monthly and is subject to deductions for taxes and other withholdings as required by law. The details of your salary break up, excluding income tax deductions, is provided in Annexure 1.

Employee Benefits | Full participation in our company's robust benefits plan subject to statutory requirements or limitations and conditions of those plans.

Employment Agreement | You will receive an Employment Agreement on your date of joining. This Agreement will include the terms of your employment relationship with Contentstack, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Contentstack during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Contentstack.

Background Verification | Post your offer confirmation, you will be requested for certain documents for background verification. This Offer of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information you



provided is accurate. We reserve the right to end our offer or employment agreement, pre or post joining, with you, should the results of your background investigation not be satisfactory.

This Offer of Employment is contingent upon successful completion of your internship and mutual agreement to continue your employment with Contentstack. Please acknowledge and sign this Offer of Employment. We must receive your decision to accept this Offer of Employment by November 2, 2022, after which, this offer will expire.

Sincerely,

DocuSigned by:
Renee Holland
FD8DB6413C65425...
Renee Holland

Date 10/28/2022

VP, People

[Acceptance](#) | By signing this Offer of Employment and reviewing the Annexure 1, you agree to and accept the terms and conditions of employment with Contentstack.

DocuSigned by:
Faraaz
845901CD22414AC...
Signature

Date 10/29/2022

Name Faraaz Biyabani





Congratulations - Welcome to Mindsprint!

3 messages

Isaac Ashish <issac.ashish@mindsprint.org>
To: devenshpal@gmail.com <devenshpal@gmail.com>

Tue, Apr 25, 2023 at 5:02 PM

MINDSPRINT

Intent to Offer

Dear Dinesh Pal,

With reference to your application and subsequent interviews we had with you, we are pleased to extend an offer to you for the position of "Junior Engineer (F1) – Software Development", (F1) at Mindsprint, Bangalore.

Olam has always stood for growing with the times for a better future, and the wheels of change have been churning internally for quite a while. We've decided it is time to switch gears to unlock new levels of growth and transformation. **Olam Information Services Pvt. Ltd.** is now officially rebranded as **Mindsprint** - a leading edge technology and business services firm that provides impact driven solutions to businesses, enabling them outpace speed of change.

Your total CTC will be **INR. 450,009/- (Rupees Four Lakhs Fifty Thousand and Nine Only)**. The compensation break-up is given below for your reference.

Salary Component / Break-up		Monthly Amount (INR)	Annual Amount (INR)
Fixed Pay	Basic	13,333	159,996
	HRA	6,667	80,004
	Special Allowance	4,034	48,408
	TOTAL	24,034	288,408
Reimbursements	Telephone	3,000	36,000
	LTA	2,500	30,000
	Food Coupons	2,000	24,000
	TOTAL	7,500	90,000
Retirals	PF	1,800	21,600
	TOTAL	1,800	21,600
GROSS CTC		33,334	400,008

Performance Incentives		50,001
TOTAL CTC	33,334	450,009

Your date of joining is confirmed on 14th Jun 2023. Please confirm your acceptance of this offer by responding to this mail and confirming your date of joining, within 1 day from the date of the offer. Unless the date is extended and communicated to you by mail/written, our offer will stand withdrawn thereafter.

All other employment terms and conditions will be shared through a detailed appointment letter upon receipt of your mail confirmation on the acceptance of the above offer and your date of joining. The hard copy of the same will be handed over to you on your date of joining.

We welcome you to Mindsprint and look forward to a long and mutually beneficial association. Wish you all the very best!

Thanks & Regards

Isaac Ashish R

Executive – Talent Acquisition (CoE)

MINDSPRINT

Ascendas, 12th Floor, Zenith Building,

International Tech Park, CSIR Road,

Taramani, Chennai, India - 600113

Ph: 044-42223700

Website: www.mindsprint.org



NOTE: My email domain has changed from '@olamnet.com' to '@mindsprint.org'. You may send emails to me using '@mindsprint.org'

This email is confidential and may also be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. The Mindsprint Privacy Statement explains how we collect and use personal data and can be found at www.mindsprint.org/privacy.html. Thank you.

Devensh Pal <devenshpal@gmail.com>
To: Isaac Ashish <issac.ashish@mindsprint.org>

Tue, Apr 25, 2023 at 6:29 PM

I accept the offer.
[Quoted text hidden]

Devensh Pal <devenshpal@gmail.com>
To: Isaac Ashish <issac.ashish@mindsprint.org>

Tue, Apr 25, 2023 at 6:50 PM

I accept your offer
[Quoted text hidden]



Dated: June 1, 2023**Mr. Govind Madhusudan Harayan**A-301, Pareira Housing Complex, Bldg. No. A-7,
Phool Pada Road, Virar East, Maharashtra – 401303.**Sub: Letter of Appointment**

With reference to our offer letter dated May 09, 2023, we are pleased to confirm your appointment as a **Trainee**, with Vistaar Systems Pvt. Ltd.

Date of Joining: June 01, 2023

Training Period: 1 year, from the date of commencement of your employment with us. On successful and satisfactory completion of your training period you will be confirmed effective the first date of the next month following the period of training.

During this period, you will be entitled to an annual salary of ₹ 4,00,000, less applicable taxes and deductions. The detailed break-up of your emoluments has been given below:

Basic Salary	₹ 10,000
House Rent Allowance	₹ 5,000
Special Allowance	₹ 16,533
Employer's contribution to Provident Fund	₹ 1,800
Monthly Gross	₹ 33,333
Annual Salary	₹ 4,00,000

Notice period: Not less than 1 month during the training period.

This appointment is subject to you clearing all the remaining academic papers in first attempt. Vistaar reserves the right to terminate your services immediately if you are unable to clear your exams.

All other terms and conditions, as mentioned in your offer letter, Annexure I and the Employee Confidentiality and Assignment Agreement, remain valid and unchanged.

Please confirm your acceptance of the appointment letter.

We congratulate you on your appointment and wish you a long and successful career with us.

Sincerely,
Kannan Narain
Managing Director - India**I Accept****GOVIND MADHUSUDAN HARAYAN**
Name of Employee

Date 06/06/2023



Date: 30th August, 2022

To,
Mr. Nilesh Kapri,
nk92042@gmail.com

Subject: Offer Letter

Dear Mr. Nilesh Kapri,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **“Programmer”** in our organization.

We expect you to join **on 01st June, 2023 Thursday**, at Mumbai location. (Office Address)
Mumbai Office- Acty System India Pvt.Ltd A-602, Lotus Corporate Park, Graham firth Steel compound, Off western express highway, Goregaon(east), Mumbai 400063

A detailed letter of appointment will be issued on joining after submission of the following:

- Copies of your testimonials pertaining to proof of Age, Qualification, etc.
- Recent passport size photographs (5 nos.).
- Photo identity proof and address proof.
- And any other information, which you feel, should be furnished to your employer.

We are pleased to offer you CTC of Rs. 3,15,048 p.a. After 6 months on confirmation, bonus part would be added in your CTC and will be calculated on pro- rata basis and your CTC would be Rs 3,65,000 p.a, Increment is done once in a year but to bring you in to increment cycle, your first increment will be done effective from April, 2024.

Depending on your performance, you may get confirmation letter after 6 months from your date of joining

We look forward to a mutually beneficial association.

Incase of any kind of communication kindly contact to below contact details:

Following are our contact details:

Email Id: asi-hr@acty-sys.co.in

Yours sincerely,

For **Acty System India Pvt. Ltd.**

Tarun Shah
(Authorised Signatory)
(Vice President & CFO)





General Instructions: Rules & Regulations

1. In general, working time shall be from 09.00 AM to 6:00 PM, but sign-out time may vary depending on Project Work.
2. Employee must be at the place of work by the fixed / notified time, a trainee who reaches the office after the starting time but within 15 minutes of the fixed / notified starting time may be allowed to perform his / her duties. If in case he/she is not able to do so he must inform this to his/her reporting authority with valid reason.
3. Your training period will be for 6 months during which you will be eligible for the holidays specified in the company calendar. Otherwise, the work will go on in 5 days a week pattern.
4. Stipend/Salary will be paid by the 6th of every month.
5. ***If an employee leaves the company without completing two years of services, then the company will not issue the relieving letter and experience letter to the employee, Employees will only be issued relieving letters and experience letters, if they pay Rs. 60,000 for training charges incurred by the company.**
6. Everybody will swipe their Login time and Logout time through their proximity card whenever they will go out of office during working hours.
7. Every one shall take a 1hour lunch break between 12.00 pm to 1.00 pm in the designated area away from their workstations and the tea – break will be between 4.00 pm to 4.10 pm.
8. All employees will keep their cell/mobile phones on vibration mode and will not talk more than 10 minutes during working hours except in case of any emergency. For making calls using the mobile or for attending incoming calls one must use the Open Area for the same. Make sure that the other employees are not disturbed by you while doing so. If found guilty of doing so disciplinary action shall be taken against the concerned employee.
9. All the employees are required to report to his/her Team Leader about their work status, who in turn will report to their project manager.
10. After completion of the day's work, you are required to update your Team Leader of the same and its Leader's responsibility that same should be updated with Project Manager immediately.
11. Further, an employee coming late to work or found absent from his station / place of work during working hours, without sufficient reasons





or without authorization from his / her Supervisors, the competent authority may, at its discretion, also take suitable disciplinary action against the trainee concerned. In such case, the decision of the competent authority would be binding to the candidate without any question and the candidate would have to report to HR Manager or Director for such dispute.

12. Nobody will leave the Office premises without approval taken from their Project Manager even if his/her office hour ends.
13. If any of the employees are going out of office during regular hours for more than 10 minutes (for lunch, personal work, tea, etc...) then they have to take an approval for the same from their superiors.
14. Using Company equipment for purposes other than business (i.e. playing games on computers or more personal Internet usage like surfing and chatting) may result in disciplinary action. (Like warning letter, penalty in terms of finance or more)
15. All the communications must be made through their official mails while in office premises.
16. ASI properly allocates every employee considering his or her knowledge, experience, work performance and performance record etc. Due to work commitments, ASI shall send their employees to affiliate or send them to modify the work carried in the work place or where business is being carried out. The employees cannot refuse for carrying out this work unless there is some valid reason.

Disciplinary Actions which may be taken:

- Verbal warning
- Written warning
- Deduction from their Paid leaves
- Suspension and
- Termination also if required.

Your signature on this document will serve to signify your acceptance of the terms and conditions contained herein.

Signature & Date



29th May 2023

To,
Qhubaib Mueez Mehmood Shaikh
302 Cluster 4, Mhada Layout,
Opp. Surya Shopping Centre, Shristi Road,
Mira Road (East), Thane – 401107

Offer Letter

Dear Qhubaib Mueez,

We are pleased to offer you the position of **OBP Analyst** in **Syngience Business Solutions Pvt. Ltd. (a Corsearch Company)**, your remuneration will be as mentioned in the Annexure 'A'.

The terms of the appointment letter would be as agreed and outlined in the letter which will be issued to you on joining the company and completing the formalities.

List of required to be submitted prior to joining:

- Birth Certificate / School Leaving Certificate / Passport as proof of date of birth.
- Certificates of Highest Qualification: Graduation / Diploma
- 2 passport sized photographs
- Relieving letter from last company and last 6 months salary slip and bank statement (if applicable)
- Copy of PAN card
- Copy of Aadhar Card

This offer is valid for 48 hours from date of issue and should be returned duly signed within this period.

This appointment shall be treated as cancelled/ terminated and shall become null and void with immediate effect, in the event any of the above listed documents are not provided before joining or in the event of any legal action against you by your previous employer/s, provided the Company is unable to utilize your services due to such legal action.

Your employment is subject to an initial probationary period of six months. Which will be deemed automatically extended till such time you receive written confirmation of employment.

During the initial sixty days from the date of joining, either party can terminate the employment by giving seven days prior written notice or by paying to the other, salary in lieu thereof for shortfall in notice period.

On completion of sixty days, either party can terminate the employment by giving thirty days prior written notice or by paying to the other, salary in lieu thereof for shortfall in notice period.

By duly signing this offer, you indicate acceptance of the term and conditions of employment. You will at all times be bound by the Company's policies outlined in the Company Policy Manual/ handbook, which are subject to change from time to time, and would be contingent upon the operational and/or business requirements and exigencies.

We look forward to your joining the Syngience Team for a long and successful association.

For Syngience Business Solutions Pvt. Ltd.

Hanson Singh

Hanson Singh
Senior Manager – Talent Acquisition

Syngience Business Solutions Pvt. Ltd., a Corsearch company
One World Centre
South Annex Tower 2B, 8th floor
Senapati Bapat Marg, Lower Parel
Mumbai- 400013, Maharashtra, India.



CORSEARCH®

Annexure – 'A'

Strictly Private & Confidential

Name : Qhubaib Mueez Mehmood Shaikh
Department : OBP
Designation : OBP Analyst
Shift Time : Flexible as per business requirements
Employment Type : Full Time

Sr. No.	Details	Compensation (P.M.)	Compensation (Annual)
	Basic Salary	21,100	2,53,200
	HRA	1,055	12,660
	Internet Allowance	700	8,400
	System Allowance	3,500	42,000
	Other Allowance	645	7,740
A	Total Gross Salary	27,000	3,24,000
	Employee's PF (12%)	1,800	21,600
	Professional Tax	200	2,500
B	Employee's Deduction	2,000	24,100
C	Net Salary (A-B)	25,000	2,99,900
	Employer's PF (13%)	1,950	23,400
	Gratuity (4.81%)	1,015	12,180
D	Employer's Contribution	2,965	35,580
E	Total Cost To Company (A+D)	29,965	3,59,580

Medical and Life Insurance Coverage:

You & 2 Dependents will be covered under the Mediclaim Insurance Policy for the Coverage of Rs. 2 Lakh and Group Accident Insurance Policy for the coverage of Rs. 2 Lakh of the Company.

****Important Note:**

- Compensation/Salary details are strictly personal, private and confidential depending on an individual's overall experience, talent and skill sets.
- These are NOT to be discussed/shared with anyone including colleagues and co-workers.
- Any/all discussions pertaining to compensation must be done with the HR Manager.
- Violation of the above would invite strict disciplinary action, including immediate termination of employment.



24th January 2023

Welcome Saumya Ranjan Shashikant Parida!

We are very excited to have you join our Raw Engineering Tribe.

In the pages that follow you'll find details regarding your compensation and benefits.

If you have any questions at all, please reach out to our People Operations Team, peopleops_india@raweng.com. We're here to help.

Offer Summary

Position | Associate Software Engineer

Start Date | 25th July 2023

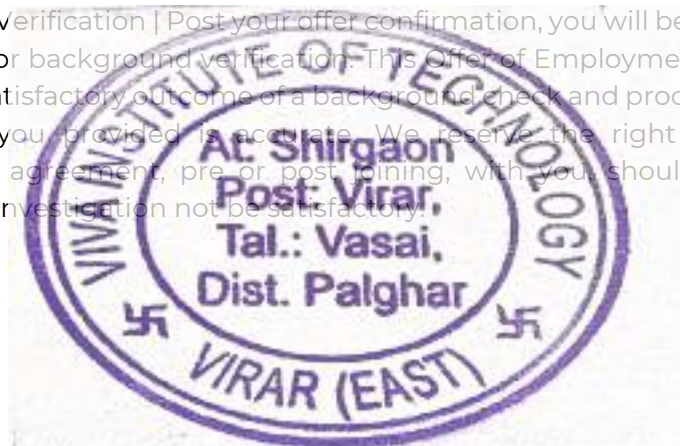
Registered Office | Raw Engineering India Pvt Ltd., 8th Floor, New Viva College, New Viva College Rd, Opposite DMart, Vartak Ward, Virar West, 401303

Annual Salary | Your annual CTC of INR 8,00,000 will be paid monthly and is subject to deductions for taxes and other withholdings as required by law. The details of your salary break up, excluding income tax deductions, is provided in Annexure 1.

Employee Benefits | Full participation in our company's robust benefits plan subject to statutory requirements or limitations and conditions of those plans.


Employment Agreement | You will receive an Employment Agreement on your date of joining. This Agreement will include the terms of your employment relationship with Raw Engineering, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Raw Engineering during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Raw Engineering.

Background Verification | Post your offer confirmation, you will be requested for certain documents for background verification. This Offer of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information you provided is accurate. We reserve the right to end our offer or employment agreement, pre or post joining, with you, should the results of your background investigation not be satisfactory.



Please acknowledge and sign this Offer of Employment. We must receive your decision to accept this Offer of Employment by 26th January 2023, after which, this offer will expire.

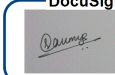
Sincerely,

DocuSigned by:

5AB921F6EDB8421...
Anuradha Shankar

Strategy & Operations Manager

Date: 1/24/2023

Acceptance | By signing this Offer of Employment and reviewing the Annexure 1, you agree to and accept the terms and conditions of employment with Raw Engineering.

DocuSigned by:

4FCFC182E901482...
Signature:

Name: Saumyaranjan

Date: 1/24/2023



Annexure 1

Name: Saumya Ranjan Shashikant Parida**Position:** Associate Software Engineer

Section	Description	Monthly Salary	Annual Salary
	Basic	33,333	4,00,000
	HRA	16,667	2,00,000
	Special Allowance	14,867	1,78,400
A	Gross Salary	64,867	7,78,400
	Employer PF	1,800	21,600
	Employer ESIC	0	0
B	Total Employer Contribution	1,800	21,600
C	Fixed CTC (A+B)	66,667	8,00,000
	Employee PF	1,800	21,600
	Professional Tax	208	2,500
	Employee ESIC	0	0
D	Total Employee Deduction	2,008	24,100
E	Net Take Home (A-D)	62,859	7,54,300

Sincerely,

DocuSigned by:

Anuradha Shankar

Anuradha Shankar

Strategy & Operations Manager

Date: 1/24/2023

Signature:

Name:

Date:

DocuSigned by:

Saumya Ranjan

1/24/2023



Date: May 9, 2023

Ms. Shruti Gayatri Sudhir ManeE-304, Om Garden Building No. 2, Near Manvelpada Talao,
Virar East, Thane, Maharashtra – 401305.

Dear Ms. Shruti-Gayatri,

Sub: Offer LetterWe are pleased to offer you a position as **Trainee** at **Vistaar Systems Private Limited**.

Your training period will be for one year, from the date of commencement of your employment with us.

During this period, you will be entitled to an annual salary of **₹ 4,00,000**, less applicable taxes and deductions. The detailed break-up of your emoluments has been given below:

Basic Salary	₹10,000
House Rent Allowance	₹5,000
Special Allowance	₹16,533
Employer's contribution to Provident Fund	₹1,800
Monthly Gross	₹33,333
Annual Salary	₹4,00,000

Your offer is valid, subject to you clearing all your remaining exams in the first attempt and clearing a valid reference check, which will be initiated by Vistaar, upon your joining.

On completion of your training period, if your performance is found to be satisfactory, then you will be confirmed effective the first date of the next month, following the period of training. Your specific responsibilities, during this period (and later), will be communicated to you from time to time.

During your term of employment with our organization, you will be responsible for such duties as are assigned to you by us. You will work diligently and sincerely for the benefit of our organization and improve its image and credibility to the best of your ability.

There are two annexures attached to this letter.


The first one outlines our terms and conditions of employment. Please refer to this for details on our working hours, termination clause, workplace security and other terms of employment.

The second annexure is our Employee Confidentiality and Assignment Agreement.

The annexures and this letter form the complete set of your offer letter.

Please execute the complete offer letter set and return the signed copies to HR.

Sincerely,


Kannan Naran
Managing Director – India

Date: May 31, 2023

Mr. Vinod Narendra ChoudhariB-503, Classic Wing, Vilela Building, Behind Punjab National Bank,
Gokhiware, Vasai East, Vasai, Thane, Maharashtra – 401208.

Dear Mr. Vinod,

Sub: Offer cum Appointment LetterWe are pleased to offer you an appointment for the position of **Trainee** at **Vistaar Systems Private Limited**.**Date of joining:** June 1, 2023.

Your training period will be for one year, from the date of commencement of your employment with us.

During this period, you will be entitled to an annual salary of **₹ 4,00,000**, less applicable taxes and deductions.
The detailed break-up of your emoluments has been given below:

Basic Salary	₹10,000
House Rent Allowance	₹5,000
Special Allowance	₹16,533
Employer's contribution to Provident Fund	₹1,800
Monthly Gross	₹33,333
Annual Salary	₹4,00,000

Your offer is valid, subject to verification of all your documents and clearing a valid reference check. which will be initiated by Vistaar upon your joining.

On completion of your training period, if your performance is found to be satisfactory, then you will be confirmed effective the first date of the next month, following the period of training. Your specific responsibilities, during this period (and later), will be communicated to you from time to time.

During your term of employment with our organization, you will be responsible for such duties as are assigned to you by us. You will work diligently and sincerely for the benefit of our organization and improve its image and credibility to the best of your ability.

There are two annexures attached to this letter.

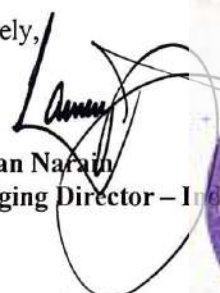
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The second annexure is our Employee Confidentiality and Assignment Agreement.

The annexures and this letter form the complete set of your offer letter.

Please execute the complete offer letter set and return the signed copies to HR.

Sincerely,


Kannan Narain
Managing Director – India



Serial No.: 15825329

Date: 06/03/2023

Akshita Raut
Virar, India

Dear Akshita,

It is with great pleasure that we would like to offer you the position of Analyst I - Service Management with Accelya, within our division Operations based at our Vikhroli - 247 office. We believe that Accelya is an exciting company to work for, with dedicated and talented people. We hope you will find working with us fulfilling.

Your joining will take place on the 13/03/2023, the type of contract will be a permanent contract.

As discussed, the key terms of your employment are below:

- Annual fixed compensation of INR 700,000.
- Annual fixed compensation will be paid in 12 instalments.

This document replaces any earlier agreements between you and the company, and its validity expires once you sign your employment agreement.

Upon acceptance of the offer, we will send you the list of documents necessary to initiate your joining process with Accelya.

We look forward to welcoming you to the Accelya team, please feel free to reach out to us for any clarification or information.

Yours sincerely,

Seema Jamsandekar
On behalf of Accelya





ANNEXURE TO YOUR OFFER LETTER

Serial No.: 15825329

Date: 06/03/2023

Probation Period

6 months for lateral hires

8 months to 12 months for entry level roles

Benefits

- Non Reimbursable Benefits as per Company Policy:
- PAIS (Personal Accident Insurance Scheme): Coverage
- CFMP (Corporate Floater Mediclaim Policy) : Coverage
- GTLIS (Group Term Life Insurance Scheme): Coverage
- ESI is as per 'The Employee's State Insurance Act, 1948'
- Gratuity is as per 'The Payment of Gratuity Act, 1972'
- Statutory Bonus is as per 'The Payment of Bonus Act, 1965'

Note that this offer is subject to

Satisfactory completion of background verification process

Details

You will find attached to this offer letter, a detailed break up of your offer amount, for you to review.





Serial No.: 14277159

Date: 08/03/2023

Priya Pathak
Bhayandar East, India

Dear Priya,

It is with great pleasure that we would like to offer you the position of Analyst I - Service Management with Accelya, within our division Operations based at our Vikhroli - 247 office. We believe that Accelya is an exciting company to work for, with dedicated and talented people. We hope you will find working with us fulfilling.

Your joining will take place on the 13/03/2023, the type of contract will be a permanent contract.

As discussed, the key terms of your employment are below:

- Annual fixed compensation of INR 700,000.
- Annual fixed compensation will be paid in 12 instalments.

This document replaces any earlier agreements between you and the company, and its validity expires once you sign your employment agreement.

Upon acceptance of the offer, we will send you the list of documents necessary to initiate your joining process with Accelya.

We look forward to welcoming you to the Accelya team, please feel free to reach out to us for any clarification or information.

Yours sincerely,

Seema Jamsandekar
On behalf of Accelya





ANNEXURE TO YOUR OFFER LETTER

Serial No.: 14277159

Date: 08/03/2023

Probation Period

6 months for lateral hires

8 months to 12 months for entry level roles

Benefits

- Non Reimbursable Benefits as per Company Policy:
- PAIS (Personal Accident Insurance Scheme): Coverage
- CFMP (Corporate Floater Mediclaim Policy) : Coverage
- GTLIS (Group Term Life Insurance Scheme): Coverage
- ESI is as per 'The Employee's State Insurance Act, 1948'
- Gratuity is as per 'The Payment of Gratuity Act, 1972'
- Statutory Bonus is as per 'The Payment of Bonus Act, 1965'

Note that this offer is subject to

Satisfactory completion of background verification process

Details

You will find attached to this offer letter, a detailed break up of your offer amount, for you to review.



OFFER LETTER

To,

Mr. Akshat Rathod.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 27.05.2023.

Our Ref: No. 004/STMPL/23-24, Dtd.05.06.2023.

Dear Sir,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as **"Trainee Production Engineer"**. During this period your salary will be as discussed during Final Interview 27.05.2023.

We would like you to join our Organization 05.06.2023 as discussed.

You will be governed by rules and regulations of the company during the period of service.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We look forward to your association with us and make a rewarding career with long term association.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of this appointment. Please confirm the date of joining.

You will be given an appointment letter on the date of your joining along with your responsibilities.

You will be required to serve a notice period of one month in case of separation from the company.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.

Authorized Signatory

Regd. Office : A/23, New Empire Indl. Estate, Shivajinagar,
J. B. Nagar, Andheri (E), Mumbai - 400 059, INDIA.
Tel.: 91-22-28395373, 66779978
Factory : Plot No. 32, Sector II, The Vasai Technology Co. Park,
Gaurai Pada, Vasai (E), Dist. Palghar - 401 208
Tel.: 96079 40501/502/503



GST: 27AAICS7833G1Z1

CIN No.: U29299MH2005PTC150587

Email : sams@samstechnomech.com

Website : www.samstechnomech.com



rajkumar devkar <rajkumardevkar@viva-technology.org>

Job recruitment

2 messages

Siemag Admin <info@siemag.net>

Tue, Jun 6, 2023 at 3:33 PM

To: rajkumardevkar@viva-technology.com, rajkumardevkar@viva-technology.org

Dear Mr. Devkar,

This is to inform you that we have short listed & hired two candidates for the following post.

1. Design – Mr. Ashutosh Patil joining from 07/06/2023
2. Sales Executive – Mr. Chirag Patel joining from 15/06/2023

This is for your information.

We still need candidates for sales executive, kindly send candidates.

Regards,

Komal | Administrator

Siemag Industries*The Resource for unlimited pneumatic solutions* www.siemag.net.in

RK Industry House Walbhat Road Goregaon East Mumbai 400063 Maharashtra India

Tel: 00 91 22 2685 3232 / 3231 / email - info@siemag.net

rajkumar devkar <rajkumardevkar@viva-technology.org>

Tue, Jun 6, 2023 at 4:13 PM

To: Siemag Admin <info@siemag.net>

noted madam. I will be needing their offer letters though. I will also find few more candidates.

Thanks and regards,**Rajkumar Devkar**

Training & Placement Officer

Department of Mechanical Engineering

VIVA Institute of Technology

<http://www.viva-technology.org/New/>

8097376078

Virar (East)

Do follow us on

[Quoted text hidden]





rajkumar devkar <rajkumardevkar@viva-technology.org>

Fwd: Offer Letter - Jr. Designee Engineer

1 message

Opruss HR <hr@opruss.com>
To: rajkumardevkar@viva-technology.org

Wed, Jun 7, 2023 at 10:48 AM

Dear Raj Sir,

As per your request kindly find the Offer letter for Mr. Sanket Nandekar as Jr. Designee Engineer.

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

From: **Opruss HR** <hr@opruss.com>

Date: Fri, 26 May 2023 at 17:36

Subject: Offer Letter - Jr. Designee Engineer

To: <sanketnandekar2015@gmail.com>

Cc: RAHUL MANURE <rahulmanure@opruss.com>, <rajkumardevkar@viva-technology.org>

Dear Mr. Sanket G. Nandekar,**Subject: Offer letter for the position of "Jr. Designee Engineer".**

We are pleased to offer you the position of "**Jr. Designee Engineer**" at **OPRUSS INDIA PVT. LTD.** We feel confident that you will contribute your skills and knowledge to the growth of our organization.

Position: Office "Jr. Designee Engineer".**Joining Date: 01/06/2023.****Remuneration:**

You have been offered CTC of **Rs. 2,64,000/- (Rs. Two Lac Sixty-Four Thousand Only).**

You should not disclose your salary to any other employee as per our company policy.

Location:

You will be based at **OPRUSS INDIA PVT. LTD.** Facility at **Virar (Mumbai)**, but may be required to work at such other locations determined



by the needs of the business as discussed at the time of Interview.

During your employment with **OPRUSS INDIA PVT. LTD.** you may have access to trade secrets and confidential or proprietary business information belonging to **OPRUSS INDIA PVT. LTD.** By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of the Company. After completion of your probation period if your performance is satisfactory then we can take you on the Company's permanent employment.

Requesting you to submit the following details.

- 1. Offer letter & appointment letter of the previous company.**
- 2. Last three months' payslip.**
- 3. ID Proof any three (Adhar card/PAN Card/Passport/ Residential Proof/ Driving license, light bill Xerox, ration card)**
- 4. Name, number & email address of your previous departmental head or HR for background verification**
- 5. Education certificates.**
- 6. Contact details of any two guidance.**
- 7. Relieving letter from your last company.**

Further information about the work:

- 1. Working days are Monday to Saturday.**
- 2. In the probation period, salary will be credited every 10th day of the month.**
- 3. No holidays are applicable during the probation period.**
- 4. Office Timing will be 9am to 6pm.**
- 5. In the probation period, if the given target is achieved & performance is satisfactory, then you shall sign a minimum 2 Years of Contract with you.**

!!! The offer will be automatically discontinued if not revert before 48 Hrs (28th May 2023) !!!

We look forward to welcoming you to **OPRUSS INDIA PVT. LTD.** Give your acknowledgment in the same email. If you have any questions or need additional information, please don't hesitate to contact me by email: at hr@opruss.com or by phone No. at +91-915295812



OFFER LETTER

Dear Sahil,

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.2,30,091/- pa. Your monthly In-hand is 15,000/-**.

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
13. E-Aadhar Copy

***Note:**

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

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



STATEMENT OF YEARLY PACKAGE BASED ON COST TO COMPANY FOR THE YEAR 2023 - 24

1 Name of the Employee : SAHIL KINI
2 Post Held : Production Planning Control, Purchase, Stores
3 Probation Period : 01.06.2023 to 30.09.2023
Probation Salary : ₹ 15,000.
4 Incentive Period : 01.10.2023 to 30.09.2026
Incentive Salary : ₹ 3000/Month Payable: ₹ 1,08,000 in 3 EMI from 10.10.2026
5 Date of Joining : 01.06.2023
Date of Appointment : 01.10.2023
6 Marital Status : Un Married
7 Working Hours : 09:30 to 19:00hrs
8 Yearly Package (CTC) : Rs. 273227
9 Average Salary Per Month: Rs. 22769

Working of the Yearly Package

Basic Salary is 35% of the Total Monthly Salary OR Rs.2,500.00 whichever is higher.

Basic Salary	Rs.	4550.00		
Other Allowances	Rs.	8450.00		
		<u>13000.00</u>		
Yearly Basic Salary		4550.00 x 12months	Rs.	54600.00
Yearly all Allowances		8450.00 x 12months	Rs.	101400.00
Conveyance Allowance	(Rs.	5000.00 x 12months)	Rs.	60000.00
Bonus @ 8.33% Of Basic Salary			Rs.	4550.00
(Maximum based on presence during the year Rs.		4550.00		
15 Days Paid Leave Salary	(Rs.	13000.00 /26days x 15days)	Rs.	7500.00
ESIC	(Rs.	0.00 x 12months)	Rs.	0.00
(12% of Basic Salary)				
Provident Fund	(Rs.	546.00 x 12months)	Rs.	6552.00
(12% of Basic Salary)				
Gratuity		4550.00 /26days x 15days)	Rs.	2625.00
(Min 5yrs of continuous employment)				
Incentive Salary	(Rs.	3000.00 x 12months)	Rs.	36000.00
(Payable after cotinuous employment till 10.10.2026 @ ₹ 3000 x 36 months)				
COST TO THE COMPANY			Rs.	<u>2,73,227</u>

WE CONFIRM

FOR JDIAMM LIGHTING PVT. LTD

NAYAN LALANI
(MANAGING DIRECTOR)

SAHIL KINI

PLACE: VASAI (E)

DATE :

NOTE:

- 1) No hourly overtime / No Extra Day Overtime is provided
- 2) Any benefits mentioned in the CTC is the responsibility of the employee himself to get the procedures done to start enjoying benefits especially
(a) PF from the date it is effective, If applicable
If the necessary procedures are not done from wef date no retrospective damages will be paid by the Company
- 3) HRA benefit is provided only if staying in company provided Residence, there is no reimbursement of the said amount if shifted to a new place
- 4) The above package is wef 01.10.2023
- 5) Subject to Mandatory Deductions as and when applicable
- 6) Weekly Sundays Holiday
- 7) Discipline in timings is very important
- 8) Detailed Job Description will be provided during your orientation & during the course of time
- 9) Your Job profile will be result oriented and not time oriented
- 10) Need to strictly follow Company Rules & Regulations



OFFER LETTER

Dear Paren,

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.2,30,091/- pa. Your monthly In-hand is 15,000/-**.

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
13. E-Aadhar Copy

***Note:**

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

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





**Mfg. of : Precision Components,
Plastic Mould, Gauges, Press Tools.**

Gala No.1, Lawrence Indl. Estate, Opp. Setco Chemicals,
Valivphata, Vasai (East), Palghar - 401 208, India
Cell : 9324407393 • E-mail : arvind.gupta@saieash.com
divyakumar.gupta@saieash.com • Web: www.saieash.com

Date: 28.04.2023.

Name: Shri Gyanendra Bogti

Address: Valiv, Vasai (East)

Sub: Offer of Employment

Dear Gyanendra,

With reference to your recent interview with us on **20.04.2023**, we are pleased to offer you a position with our company as **Design Engineer** for our Vasai Plant.

You will be stationed in our Vasai Plant but will be required to travel on an All-India basis for project related work.

Work Hours: Our working hours are **9 a.m. to 7 p.m.** with Sunday as holidays.

Compensation: As discussed, your total package on CTC basis shall be Rs. **1,86,000/- p.a.** (Rupees One Lakh Eighty Six Thouand Only).

Probation and Termination of employment: You will be on probation period for three months. On satisfactory completion of the probationary period, you will be confirmed in the services of the Company. During the probationary period, the arrangement can be terminated by either party giving thirty days' notice. On confirmation of your services, this arrangement can be terminated by giving sixty days' notice in writing.

Kindly let us have your acceptance for this offer letter at the earliest so that appointment letter can be issued to you.

We look forward to welcome you to our team.

Regards,
For and on behalf of

Saieash Engg. Works Pvt. Ltd.



Arvind Gupta
Managing Director

OFFER LETTER

Dear Nawaz,

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.2,30,091/- pa. Your monthly In-hand is 15,000/-**.

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
13. E-Aadhar Copy

***Note:**

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

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



OFFER LETTER

To,

Mr. Mandar Koli.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 27.05.2023.

Our Ref: No. 005/STMPL/23-24, Dtd.05.06.2023.

Dear Sir,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as **"Trainee Design Engineer"**. During this period your salary will be as discussed during Final Interview 27.05.2023.

We would like you to join our Organization 05.06.2023 as discussed.

You will be governed by rules and regulations of the company during the period of service.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We look forward to your association with us and make a rewarding career with long term association.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of this appointment. Please confirm the date of joining.

You will be given an appointment letter on the date of your joining along with your responsibilities.

You will be required to serve a notice period of one month in case of separation from the company.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.

Authorized Signatory



APPOINTMENT LETTER

To,

Mr. Mandar Koli.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 27.05.2023.

Our Ref: No. 005/STMPL/23-24, Dtd.05.06.2023.

Dear Sir,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as a **"Trainee Design Engineer"** in Our Organization with Effect From 05.06.2023. During this period, your salary will be Rs. 2,00,040/- per annum, Less TDS as applicable.

You will be governed by rules and regulations of the company during the period of service.

You will be reporting to Design Manager Mr. Rajendra Mankar.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We wish you good luck and a good performance with long term association with us.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of appointment.


Your Job Responsibilities Shall be given after Your Joining the Organization.

You will be required to serve.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.


Authorized Signatory



rajkumar devkar <rajkumardevkar@viva-technology.org>

BOND of candidates from VIVA College

Eva Karkada <eva@gemsons.com>

Tue, Jun 6, 2023 at 10:34 AM

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

Dear Sir,

Sl.No.1 to 3 candidates are already joined us and Sl. No.4 will be joining us in next week.

We have made their BOND, all are signed the same, there is no Offer letters in our practice.

1. Vinit Patil
2. Pranesh Padvekar
3. Devendra Dorkar
4. Shaikh Mohd. Faisal

Regards,

Evanjalin Vinaya Karkada

Assistant Manager - Human Resources

Gemsons Precision Engineering (P) Ltd.

Plot No. 9, Diwan Shah Udyog Nagar, Waliv, Vasai (E),

Palghar - 401208, Maharashtra, India

Office: +91 87 93 08 76 31/2/3/4/5/6/7/8, Ext: 217

Website: www.gemsons.com Email: eva@gemsons.com



Save Trees and our Environment, Print this email only if absolutely necessary

From: rajkumar devkar [mailto:rajkumardevkar@viva-technology.org]
Sent: Tuesday, June 06, 2023 9:45 AM
To: Eva Karkada <eva@gemsons.com>
Subject: Re: BOND of candidates from VIVA College

Dear Eva madam,

Please share the offer letters of all VIVA students who got offers from you today asap.

Thanks and regards,

Rajkumar Devkar

Training & Placement Officer

Department of Mechanical Engineering

VIVA Institute of Technology

<http://www.viva-technology.org/New/>

8097376078

Virar (East)

[Do follow us on](#)



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 **image003.wmz**
3K



STATEMENT OF YEARLY PACKAGE BASED ON COST TO COMPANY FOR THE YEAR 2023 - 24

1 Name of the Employee : DHAVAL MORE
2 Post Held : QUALITY
3 Probation Period : 01.06.2023 to 30.09.2023
Probation Salary : ₹ 15,000
4 Incentive Period : 01.10.2023 to 30.09.2026
Incentive Salary : ₹ 3000/Month Payable: ₹ 1,08,000 in 3 EMI from 10.10.2026
5 Date of Joining : 01.06.2023
Date of Appointment : 01.10.2023
6 Marital Status : Un Married
7 Working Hours : 09:30 to 19:00hrs
8 Yearly Package (CTC) : Rs. 273227
9 Average Salary Per Month: Rs. 22769

Working of the Yearly Package

Basic Salary is 35% of the Total Monthly Salary OR Rs.2,500.00 whichever is higher.

Basic Salary	Rs.	4550.00		
Other Allowances	Rs.	8450.00		
		<u>13000.00</u>		
Yearly Basic Salary		4550.00 x 12months	Rs.	54600.00
Yearly all Allowances		8450.00 x 12months	Rs.	101400.00
Conveyance Allowance	(Rs.	5000.00 x 12months)	Rs.	60000.00
Bonus @ 8.33% Of Basic Salary (Maximum based on presence during the year Rs.		4550.00	Rs.	4550.00
15 Days Paid Leave Salary	(Rs.	13000.00 /26days x 15days)	Rs.	7500.00
Provident Fund (12% of Basic Salary)	(Rs.	546.00 x 12months)	Rs.	6552.00
Gratuity (Min 5yrs of continuous employment)		4550.00 /26days x 15days)	Rs.	2625.00
Incentive Salary (Payable after cotinuous employment till 10.10.2026 @ ₹ 3000 x 36 months)	(Rs.	3000.00 x 12months)	Rs.	36000.00
COST TO THE COMPANY			Rs.	<u>2,73,227</u>

NOTE:

- 1) No hourly overtime / No Extra Day Overtime is provided
- 3) Any benefits mentioned in the CTC is the responsibility of the employee himself to get the procedures done to start enjoying benefits especially
(a) PF from the date it is effective, If applicable
If the necessary procedures are not done from wef date no retrospective damages will be paid by the Company
- 4) HRA benefit is provided only if staying in company provided residence, there is no reimbursement of the said amount if shifted to another residence
- 2) The above package is wef 01.08.2023
- 3) Subject to Mandatory Deductions and when applicable
- 4) Weekly Sundays Holiday
- 5) Discipline in timings is very important
- 6) Detailed Job Description will be provided during your induction & during the course of time
- 7) Your Job profile will be result oriented and to the point
- 8) Need to strictly follow Company Rules & Regulations formulated from time to time



OFFER LETTER

To,

Mr. Chinar Patil.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 27.05.2023.

Our Ref: No. 003/STMPL/23-24, Dtd.05.06.2023.

Dear Sir,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as **"Trainee Production Engineer"**. During this period your salary will be as discussed during Final Interview 27.05.2023.

We would like you to join our Organization 05.06.2023 as discussed.

You will be governed by rules and regulations of the company during the period of service.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We look forward to your association with us and make a rewarding career with long term association.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of this appointment. Please confirm the date of joining.

You will be given an appointment letter on the date of your joining along with your responsibilities.

You will be required to serve a notice period of one month in case of separation from the company.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.

Authorized Signatory



APPOINTMENT LETTER

To,

Mr. Chinar Patil.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 27.05.2023.

Our Ref: No. 003/STMPL/23-24, Dtd.05.06.2023.

Dear Sir,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as a **"Trainee Production Engineer"** in Our Organization with Effect From 05.06.2023. During this period, your salary will be Rs. 2,00,040/- per annum, Less TDS as applicable.

You will be governed by rules and regulations of the company during the period of service.

You will be reporting to Production Manager Mr. Pramod Shetty.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We wish you good luck and a good performance with long term association with us.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of appointment.

Your Job Responsibilities Shall be given after Your Joining the Organization.

You will be required to serve.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.



Authorized Signatory





rajkumar devkar <rajkumardevkar@viva-technology.org>

FW: Our Requirement of Engineers for our expansion pan India

2 messages

mr.adarsh Kaul <akaul@vavaircon.com>
Reply-To: akaul@vavaircon.com
To: rajkumardevkar@viva-technology.org

Thu, Jun 8, 2023 at 3:45 PM

Dear Mr Rajkumar Devkar

We thank you for your help in the matter. The following personnel were appointed in our organisation & joined

- a) Mr Dinesh More
- b) Mr Sahil Mathkar
- c) Mr Kaushal Barambe
- d) Mr Arun----Joined but his services were terminated on two days for his failure to do work as per his appointment status

Regards

ADARSH KAUL

VAVAIRCONDITIONING

Techniplex-2, Unit No.2 10th floor,

Opp.Hotel Radisson,

Goregoan (W). Mumbai 400 062.

Tel: 91 22 40396100 . E-mail: akaul@vavaircon.com

From: mr.adarsh Kaul [<mailto:akaul@vavaircon.com>]
Sent: 16 May 2023 13:40
To: 'rajkumardevkar@viva-technology.org' <rajkumardevkar@viva-technology.org>
Subject: Our Requirement of Engineers for our expansion pan India

Dear Mr Rajkumar Devkar,

This is with reference to our telephonic conversation. We are on lookout for degree engineers in Mechanical, Electrical for our expansion across india. I am enclosing the following

- a) Job Profile
- b) Company Profile
- c) VAV Application Form



Kindly let me have the interested candidates email me for a interview to be held ASAP

Regards

ADARSH KAUL

VAVAIRCONDITIONING

Techniplex-2, Unit No.2 10th floor,

Opp. Hotel Radisson,

Goregoan (W). Mumbai 400 062.

Tel: 91 22 40396100 . E-mail: akaul@vavaircon.com

3 attachments

 **Company profile.16.05.2023.pdf**
251K

 **vav form.doc**
38K

 **Job Formats.16.05.2023.pdf**
252K

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

Thu, Jun 8, 2023 at 4:06 PM

On Thu, 8 Jun 2023 at 3:45 PM, mr.adarsh Kaul <akaul@vavaircon.com> wrote:

| Dear Sir,

please make the correction, it's Dhawal More.

[Quoted text hidden]

--

Thanks and regards,

Rajkumar Devkar

Training & Placement Officer

Department of Mechanical Engineering

VIVA Institute of Technology

<http://www.viva-technology.org/New/>

8097376078

Virar (East)

Do follow us on





rajkumar devkar <rajkumardevkar@viva-technology.org>

BOND - VIVA College Students

3 messages

Eva Karkada <eva@gemsons.com>

Sat, Jun 24, 2023 at 5:53 PM

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

Cc: Johnson Pereira <johnson@gemsons.com>, Trevor Pereira <trevor@gemsons.com>, Savio Pereira <savio@gemsons.com>, Wayne <wayne@gemsons.com>, Satish Borge <satish.borge@gemsons.com>, Satish Parab <satish@gemsons.com>, Samruddhi Rane <hr@gemsons.com>, Ranjeet <ranjeet@gemsons.com>, shirkeshubham52@gmail.com

Dear Sir,

Please add Mr. Shubham Shrike to your list, he will join us on 3rd July 2023 as Jr. Engineer-QA for 15months Training on BOND – his Original Certificates will be with VIVA College for 12 months + 3 months training with Gemsons.

Once he complete his 3months Training, Mr. Satish Parab will do his Evaluation, if found satisfactory then he will be work on Shifts (DAY & NIGHT) as regular employees (Gemsons will not keep his Original certificates).

Regards,

Evanjalin Vinaya Karkada

Assistant Manager - Human Resources

Gemsons Precision Engineering (P) Ltd.

Plot No. 9, Diwan Shah Udyog Nagar, Waliv, Vasai (E),

Palghar - 401208, Maharashtra, India

Office: +91 87 93 08 76 31/2/3/4/5/6/7/8, Ext: 217

Website:

www.gemsons.com Email: **eva@gemsons.com**

Save Trees and our Environment, Print this email only if absolutely necessary



From: eva [mailto:eva@gemsons.com]

Sent: Monday, June 05, 2023 1:54 PM

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

Cc: 'Johnson Pereira' (johnson@gemsons.com) <johnson@gemsons.com>; trevor@gemsons.com; savio@gemsons.com; wayne@gemsons.com; Satish Borge (satish.borge@gemsons.com) <satish.borge@gemsons.com>; 'Satish Parab' <satish@gemsons.com>; 'HR' (hr@gemsons.com) <hr@gemsons.com>; ranjeet (ranjeet@gemsons.com) <ranjeet@gemsons.com>

Subject: BOND - VIVA College Students

Dear Sir,

Please add Mr. Shaikh Mohd. Faisal to your list, he will join us on 12th June 2023 as Jr. Engineer – QA for 15months Training on BOND – his Original Certificates will be with VIVA college for 12 months + 3 months training with Gemsons.

Once he complete his 3months Training, Mr. Satish Parab will do his Evaluation, if found satisfactory then he will be work on Shifts (DAY & NIGHT) as regular employees (Gemsons will not keep his Original certificates).

Kindly confirm the same.

Regards,

Evanjalín Vinaya Karkada

Assistant Manager - Human Resources

Gemsons Precision Engineering (P) Ltd.

Plot No. 9, Diwan Shah Udyog Nagar, Waliv, Vasai (E),

Palghar - 401208, Maharashtra, India

Office: +91 87 93 08 76 31/2/3/4/5/6/7/8, Ext: 217

Website:

www.gemsons.com Email: eva@gemsons.com



Save Trees and our Environment, Print this email only if absolutely necessary



From: rajkumar devkar [mailto:rajkumardevkar@viva-technology.org]

Sent: Friday, March 31, 2023 9:47 AM



rajkumar devkar <rajkumardevkar@viva-technology.org>

Resumes from Mechanical for QA

HR <hr@terminaltechnology.com>

Mon, Jul 31, 2023 at 12:05 PM

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

Cc: qa@terminaltechnology.com, umeshpandya@systemize.in

Hello Rajkumar,

We have interview two candidates & shortlisted them in QA department and offer them the salary of INR.15,000/- for 8 hrs +OT (office timing : 8.30am to 8.30pm).

But we haven't received any feedback on the acceptance of the offer.

Candidate Names are as follows :-

1.Prathamesh Jangam.

2.Sairaj Khot.

Regards,

Madhuri Iyer

From: HR [mailto:hr@terminaltechnology.com]**Sent:** 25 July 2023 15:25**To:** 'rajkumar devkar' <rajkumardevkar@viva-technology.org>**Cc:** 'qa@terminaltechnology.com' <qa@terminaltechnology.com>; 'Yashwant Pathak' <qa6@terminaltechnology.com>; 'Santosh Hase TT' <qa2@terminaltechnology.com>; 'Antaryami Giri TT' <giri@terminaltechnology.com>; 'Milind Salgarkar TT' <milind@terminaltechnology.com>**Subject:** RE: Resumes from Mechanical for QA

Hello Rajkumar,

Details are as follows:

1.Date of interview : 28th July'23

Time : 11.00am



Venue :

Terminal Technologies (I) Pvt. Ltd.

Terminal House, Merchant Industrial Complex, Valiv,
Vasai (E) , Dist: Palghar-401 208 , Maharashtra , India.

Regards,

Madhuri Iyer

From: rajkumar devkar [<mailto:rajkumardevkar@viva-technology.org>]

Sent: 25 July 2023 14:20

To: HR <hr@terminaltechnology.com>

[Quoted text hidden]

[Quoted text hidden]



INDUSTRIAL ENGINEERING SYNDICATE

INENSY[®]

11 to 14, Walia Industrial Estate,
 Tungareshwar Industrial Complex,
 Salivali, Vasai (East), 401 208
 Maharashtra. (INDIA)

03 March 2023

Mr. Omkar D. Salvi
 Viva Collage,
 Virar (w).

Dear Mr Omkar Salvi

We are pleased to extend you a Provisional Offer Letter for the position Graduate Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the Information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.
2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.
3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy. On Joining you will have required to furnish below attested copies and original documents.
 - Educational Mark sheet & Certificates.
 - Two passport size photograph
 - Aadhar Card
 - Pan Card
 - Bank Passbook & 1 cancelled cheque
4. Your Gross Salary will be Rs.18000/- with subject to deductions as per statutory compliance. You shall join the services of the company on or before 01st June 2023.
5. On Joining you would have required to furnish below attested copies and original documents.

If you are agreeable to the above terms, please sign us the duplicate copy of this provisional offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the provisional offer will become invalid.

Detailed appointment would be share with you on the date of joining.
 Thanking you,

Yours sincerely,
 Industrial Engineering Syndicate

Accepting the Provisional Offer for

Pradnya N. Bhutad
 Manager – HRD

Omkar D. Salvi
 Date:

Classification: Public

Regd. Office : Khosala House, 5, Shivaji Colony, Off Andheri-Kurla Rd., Opp. Guru Nanak Petrol Pump, Andheri (E), Mumbai - 400 099. Telefax : 022-2821 7613





rajkumar devkar <rajkumardevkar@viva-technology.org>

Re: Students Appointment Letter

3 messages

Kiran Palai <hr@robokart.com>

Thu, Apr 13, 2023 at 5:46 PM

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

Cc: Abhishek Rane <abhishek@robokart.com>, Chaitali Shah <chaitali@robokart.com>

To Placement Team,
Good day to you all !!

As per the request, I have attached below PDF appointment letter of students who have been selected in Robokart.com, Students can collect hard copy on the date of official joining.

Thank You & Regards,

HR - Kiran Palai
M : 9112461842
[WEB](#) | [YouTube](#) | [FB](#)



---- On Tue, 21 Mar 2023 21:54:09 +0530 **rajkumar devkar** <rajkumardevkar@viva-technology.org> wrote ----

Thank you for your email Kiran !

On Tue, 21 Mar 2023 at 5:52 PM, Kiran Palai <hr@robokart.com> wrote:

--

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

[Do follow us on](#)

Hello Sir ,
Good day..!

Subject Matter : List of Selected Students.

We are pleased to inform you that the following students from your institution, who appeared for the preliminary recruitment test have been selected by us for the next process of final discussion round for the post of Research and Development Engineer & Robotics Trainer in Robokart company. We take this opportunity to Congratulate you on the success of your students and thank you for the opportunity given to us for the campus placement.

We would want the selected students to visit office for final discussion on 22rd March 2023 @ 3:00 O'clock
Students are requested to carry :

- 1) Adhar Card Copy
- 2) Pan Card Copy
- 3) SSC + HSC Original & Copy
- 4) 2 Passport Size Photo



Selected Candidates Name mentioned below:

SR. NO	NAME	EMAIL ID	PHONE NO
1	Shubh Arekar	sparekar31@gmail.com	9892522300
2	Jigar Patel	20401046jigar@viva-technology.org	8097942339
3	Krutika Pendkar	krutikapenkar484@gmail.com	8767973934
4	Prathmesh Dongre	prathameshdongare7pd@gmail.com	8898723031
5	Hrithik More	hrithikmore25@gmail.com	7021666312

Please reply to this email to confirm that you have received the intimation and have conveyed the contents to the selected candidates.

Thank You & Regards,

HR - Kiran Palai
M : 9112461842
WEB | YouTube | FB



----- On Tue, 28 Feb 2023 11:27:16 +0530 **Kiran Palai** <hr@robokart.com> wrote ---

Hi Sir,
Good health to you..!

Please find the link below of Google form & Spreadsheet, We expect students to fill in the form before 3rd March 2023, Friday.

Google form Link - https://docs.google.com/forms/d/e/1FAIpQLSfbC_2wBdzEufblg8XJyBJFTT0SB8Eu7ExVh3NMQpjXfMcu9Q/viewform?usp=pp_url

Spreadsheet Link - <https://docs.google.com/spreadsheets/d/1UWo8-KBbHEhgDCf-UafSCro2IJEIj4estSK1GLXdvyk/edit?resourcekey#gid=144321825>

Thank You & Regards,
HR - Kiran Palai
M : 9112461842
WEB | YouTube | FB



----- On Tue, 28 Feb 2023 08:56:22 +0530 **rajkumar devkar** <rajkumardevkar@viva-technology.org> wrote ---

I would suggest you to please share google form in which JD is mentioned I will circulate the same with students. After taking response will decide the day.

Thanks and regards,
Rajkumar Devkar

Training & Placement Officer
Department of Mechanical Engineering
VIVA Institute of Technology
8097376078
Virar (East)

Do follow us on



On Mon, Feb 27, 2023 at 2:56 PM Kiran Palai <hr@robokart.com> wrote:

Dear Rajkumar Sir,

Thankyou for your speedy respond, Requesting you to please let us know when can we expect interested student data & schedule interview soon possible.

Thank You & Regards,
HR - Kiran Palai
M : 9112461842
WEB | YouTube | FB



---- On Mon, 27 Feb 2023 10:10:13 +0530 **rajkumar devkar** <rajkumardevkar@viva-technology.org> wrote ---

Thanks Kiran for the mail. We can surely go for this drive.

On Sat, 25 Feb 2023 at 1:32 PM, Kiran Pillai <hr@robokart.com> wrote:

--

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

Do follow us on

To Training & Placement officers,

Subject : Recruitment Request for Engineer Students.

This is with regards to the subject line, We Robokart company would be immensely interested in conducting a pre recruitment drive for engineer final year students in your esteemed institute, students are expected to join after final year exam completion.

1. **Company Profile:** We are Robokart.com. We have a great opportunity for India's No 1 Edutainment Company Robokart. Robokart is a national leader in providing innovative hands-on education on the latest technologies such as Robotics, IoT (Internet of Things), 3D Printing, Drones, Virtual Reality (VR), Augmented Reality (AR), STEM Labs etc through a structured learning experience. Our mission is to help kids to be a creator of technology rather than a consumer of technology.
2. **Job Designation : Research and Development Engineer - Robotics Trainer**
3. **Job Description : Responsibilities and Duties for R&D Engineer (full Time)**

Developing Strong Expertise in the Field of Embedded Systems, Microcontroller, Robotics, Firmware/Programming around 8 Bit/32-bit microcontrollers and IoT based sensors, To nurture Innovation and Creativity at K12 School Level students by mentoring and helping them to develop Innovative Embedded Projects with the use of technology in the delivery of curricula through a variety of instructional methods (hardware, software, and Internet resources in support of learning). Organizes, develops and coordinates special STEM Engineering and Technology based events/activities. Always willing to innovate newer Technologies like the Internet of Things (IoT), Machine Learning, Virtual Reality (VR), Augmented Reality (AR), and Advanced Processor Programming.

Eager to learn new technologies and methodologies.

Strong in verbal and written communication.

Improve the existing technology.

Good organizational and time management skills.

Should be interested to learn new technology & Transfer knowledge to students, teachers, professional etc.

Strong team player and ability to work cooperatively and effectively with others in the team.

4. Location and Mode of working : Work from Office
Address : Borivali West, Mumbai, Maharashtra 400091

5. Eligible Streams : Electronic - Electrical - Mechanical

6. Gender : Male

7. Recruitment process (selection rounds) : Face to Face Interview.

Thank You & Regards,

HR - Kiran Palai
M : 9112461842

WEB | YouTube | FB


 image.png

4 attachments

 **Shubh Arekar.pdf**
1004K

 **Hrithik More.pdf**
948K

 **Prathamesh Dongre.pdf**
945K

 **Jigar Patel.pdf**
1003K

rajkumar devkar <rajkumardevkar@viva-technology.org>

To: Kiran Palai <hr@robokart.com>

Fri, Apr 14, 2023 at 10:50 AM

Thanks Kiran !

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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image.png

Fri, Apr 14, 2023 at 10:50 AM

-  **Shubh Arekar.pdf**
1004K
-  **Hrithik More.pdf**
948K
-  **Prathamesh Dongre.pdf**
945K
-  **Jigar Patel.pdf**
1003K





rajkumar devkar <rajkumardevkar@viva-technology.org>

Apprentice From VIVA College

2 messages

Sagar M Motiyani <sagar.motiyani@jublfood.com>
To: "rajkumardevkar@viva-technology.org" <rajkumardevkar@viva-technology.org>
Cc: "Jeel Sarvaiya(HR)" <jeel.sarvaiya@jublfood.com>

Fri, Mar 24, 2023 at 3:43 PM

Dear Sir,

The list of selected students from your college are:

- 1) Ashok kumar Chauhan- BE Mechanical
- 2) Hrithik Rane- BE Mechanical

Kindly make sure the students reach the office on Monday in between 10AM-12PM.

Kind Regards,

Sagar Motiyani

Senior HR Executive

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

Fri, Mar 31, 2023 at 11:16 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]



INDUSTRIAL ENGINEERING SYNDICATE



11 to 14, Wala Industrial Estate,
 Tungreshwar Industrial Complex,
 Satalva, Vasai (East), 401 208
 Maharashtra (INDIA)

Mr. Mohd Saad
 Viva Collage,
 Virar (w).

03 March 2023

Dear Mr Mohd Saad

We are pleased to extend you a Provisional Offer Letter for the position Graduate Engineer Trainee, with our Company on the following terms and conditions:

1. This Provisional Offer is based on the information furnished in your application/ documents for the purpose of employment and during the different levels of interviews you had with us.
2. Final offer/ appointment is subject to you being found medically fit and passing the prescribed course with minimum 60% marks or equivalent as the case may be.
3. Final offer/ appointment is subject to you accepting this Provisional Offer and submission of all mandatory documents/ details as may be required from as per the Company Policy. On Joining you will have required to furnish below attested copies and original documents.
 - Educational Mark sheet & Certificates.
 - Two passport size photograph
 - Aadhar Card
 - Pan Card
 - Bank Passbook & 1 cancelled cheque
4. Your Gross Salary will be Rs.18000/- with subject to deductions as per statutory compliance. You shall join the services of the company on or before 01st June 2023.
5. On Joining you would have required to furnish below attested copies and original documents.

If you are agreeable to the above terms, please sign us the duplicate copy of this provisional offer letter duly signed in token of your acceptance, failing which the same will be treated not accepted by you and the provisional offer will become invalid.

Detailed appointment would be share with you on the date of joining.
 Thanking you,

Yours sincerely,
 Industrial Engineering

Pradnya N. Bhutada
 Manager - HRD

Caucation: Public





|| Offer Letter - Marine Electricals (India) Ltd ||

1 message

careers <careers@marineelectricals.com>
To: "tpo.electrical@viva-technology.org" <tpo.electrical@viva-technology.org>

Tue, Sep 5, 2023 at 11:27 AM

Dear Mr. Ritesh,

As requested , Please find below offer letter for your record purpose only.

Thanks & Regards,
Rashmi Dhavan
Team lead - Talent Acquiistion Associate
Human Resource Department
Corporate Office



Tel: 022-40334355
Mob:
Email: careers@marineelectricals.com
Web: www.marineelectricals.com/

From: careers <careers@marineelectricals.com>
Sent: Monday, September 4, 2023 3:18 PM
To: gujariabhinna123@gmail.com <gujariabhinna123@gmail.com>
Cc: Pankaj Ratnaparkhi <pankaj.ratnaparkhi@marineelectricals.com>; HR <hr@marineelectricals.com>
Subject: || Offer Letter - Marine Electricals (India) Ltd ||

Dear Mr. Abhinna Sundar Gujari,

With reference to your application and subsequent interview, we would like to offer you a job with our organization as a "**Trainee Estimation Engineer**".

Founded in 1978, Marine Electrical (I) Ltd. is today one of the largest integrated technical solution providers in the fields of electrical automation, information, and communication technology solutions. We are the largest suppliers of electrical and automation equipment for marine applications in India and the Middle East and have served with distinction for the last four decades.

We look forward to your growth – along with ours – as part of the Marine Electrical family! Your position is an important component of our plans for growth.

We would be pleased to offer you a fixed annual remuneration of Rs. 2.10 LPA

Salary Heads	Monthly	Yearly
Basic Salary	7,500	90,000



House Rent Allowance	3,000	36,000
Conveyance Allowance	600	7,200
Medical Reimbursement	1,250	15,000
CCA	2,650	31,800
Gross Salary (A)	15,000	1,80,000
Statutory Contribution from Company		
Bonus (B) (@ 8.33% * Annual of Basic Salary),	625	7,497
ESIC (C) (@ 3.25% *Gross)	468	5,616
Employer's contribution to Provident Fund (D)	1,440	17,280
	2,533	30,393
Statutory Deduction from Employee		
Employee contribution to Provident Fund	1,440	17,280
ESIC (@ .75% *Gross)	108	1,296
Total Deduction (F)	1,548	18,576
Net Pay	13,452	1,61,424
*Standard Deduction of PT/TDS will be applicable as per law		
Annual CTC (A+B+C+D)	17,533	2,10,393

You are requested to report duty on or before 05th September, 2023 (Tuesday) at 9.00 AM

Address :

Marine Electricals India Ltd.

B -1 Udyog Sadan 3,

MIDC, Andheri (East)

Mumbai 4000 93, India

A letter of appointment detailing your service conditions would be handed over to you on your assuming duties. We would request you to kindly submit the following documents on your reporting for duty.

1. A photocopy of your **PAN card** (along with the original for verification)
2. A photocopy (along with the original for verification) of any proof of your **residential address**
3. **Appointment letter & relieving letter** from your current employer – detailing your length of service
4. Copies (along with the originals for verification) of your last three months' pay slips
5. Self-attested copies of your **professional educational qualifications** (along with the original for verification)
6. Scan Copy of **Bank Passbook**

We look forward to your joining *the Marine Electricals family!*

Your acknowledgement to this *mail will be considered as acceptance to the offer.*

Thanks & Regards,

Rashmi Dhavan

Team Lead- Talent Acquisition Associate

Human Resource Department

Corporate Office





STATEMENT OF YEARLY PACKAGE BASED ON COST TO COMPANY FOR THE YEAR 2023 - 24

1 Name of the Employee	:	AJINKYA GHARAT
2 Post Held	:	DESIGN
3 Probation Period	:	14.07.2023 to 01.12.2023
Probation Salary	:	₹ 15,000
4 Date of Joining	:	14.07.2023
Date of Appointment	:	01.12.2023
5 Marital Status	:	Un Married
6 Working Hours	:	09:30 to 19:00hrs
7 Yearly Package (CTC)	:	Rs. 237227
8 Average Salary Per Month:	Rs.	19769

Working of the Yearly Package

Basic Salary	Rs.	4550.00	
Other Allowances	Rs.	8450.00	
		<u>13000.00</u>	
Yearly Basic Salary		4550.00 x 12months	Rs. 54600.00
Yearly all Allowances		8450.00 x 12months	Rs. 101400.00
Conveyance Allowance	(Rs.	5000.00 x 12months)	Rs. 60000.00
Bonus @ 8.33% Of Basic Salary			Rs. 4550.00
(Maximum based on presence during the year Rs.		4550.00	
15 Days Paid Leave Salary	(Rs.	13000.00 / 26days x 15days)	Rs. 7500.00
Provident Fund	(Rs.	546.00 x 12months)	Rs. 6552.00
(12% of Basic Salary)			
Gratuity		4550.00 / 26days x 15days)	Rs. 2625.00
(Min 5yrs of continuous employment)			
COST TO THE COMPANY			Rs. <u>2,37,227</u>

WE CONFIRM

FOR JDIANM LIGHTING PVT LTD

JAYWANT PATIL
(HR)

AJINKYA GHARAT

PLACE: VASAI (E)
DATE :



Date: 18 September 2023

The Fire Protection Company

Registered Address: B-601, North Lanes,
Opp. Vartak College, Vasai West, 401202

Factory Address: TFPC, Gala No 17 - Ground Floor,
Rajprabha Landmark No 6, Next to Lakozy Toyota, Sativali, Vasai East, 401208

Email: admin@tfpcindia.in

Website: www.tfpcindia.com

Akash Ashok Holmukhe

Flat No. 601, E-Wing, Regal heights,
Vasant Nagari, Vasai (E). 401208
Email - akashholmukhe205@gmail.com

Job Offer for Internship Program

The purpose of this letter is to offer you the opportunity to participate in our Internship Program at **The Fire Protection Company (TFPC)**.

Position: Intern - Intern - Assistant Project Engineer

Joining Date: 3 October, 2023

Duration: 3-6 Months

The duration of the Internship depends upon the work situation and intern's performance. At the end of the 3 months, it will be decided upon the further 3 months schedule, the sole rights of this decision stays with the undersigned.

Stipend: Rs. 8,000/- per Month

Working Hours: 9.30am to 6.30 am, Monday-Saturday



B-601 North Lanes, Opp. Vartak College,
Vasai West.

thefireprotectionco@gmail.com

tfpcindia.com

9049095950



TFPC[®]

THE FIRE PROTECTION COMPANY[™]

Completion of the internship program: It is expected from the candidate to complete the internship program and at the end of the completion of the program; the candidates will be eligible for claiming the internship experience certificate.

Termination: The Company holds the rights of terminating the internship program at their sole discretion.

Confidentiality: The Intern agrees to maintain the confidentiality of all proprietary and sensitive information encountered during the internship. This includes but is not limited to trade secrets, customer information, and internal company data.

Intellectual Property: Any work created or developed by the Intern during the internship period shall be the property of TFPC.

Evaluation: The Intern's performance will be periodically evaluated by their team member. Feedback and areas for improvement will be communicated to the Intern during these evaluations.

We are delighted to have you join our team and believe that your skills and talents will make a valuable contribution to our organization.

If you have any questions or require further information, please feel free to contact **Chetan More** at admin@tfpcindia.in or **7058015741**.

We look forward to your positive response and to working with you as part of our team.

Sincerely,

Parth Gupta
Designated Partner
The Fire Protection Company

Intern's Signature: AKASH

Date: 18/09/2023

Company Representative's Signature: _____

Date: _____



Old North Lanes, Opp. Vartak College,
Vasai West.

thefireprotectionco@gmail.com

tfpcindia.com

9049095950



CRP CONTROL ENGINEERS

ISO 9001 : 2015 Certified Company

Ref: CRP/OL/2023

Date: 26.06.2023

Sub: Offer Letter

Dear Mr. Amitkumar Vishwakarma,

With reference to your interview dated 26.06.2023 with us, we are pleased to offer you position of **Electrical Engineer** with this company on following terms and conditions.

1. **REMUNERATION:** You will be entitled for an **Annual CTC of Rs 2,55,905/-** as under.

Salary	Amount (INR)
1 st Month	15100
2 nd Month	15100
3 rd Month	15100
4 th Month	17000
5 th Month	17000
6 th Month	17000
7 th Month	19000
8 th Month	19000
9 th Month	19000
10 th Month	21000
11 th Month	21000
12 th Month	21000
Bonus / Leave Salary	25000
Gratuity	8716
Employer ESIC @3.25%	5889
Annual Salary CTC	255905
Monthly CTC	21325

Deductions @ Monthly	
Head	Amount (INR)
ESIC @0.75%	113
PT	200
Total	313

2. **NOTICE OF TERMINATION:** The termination of your service, for reason other than disciplinary action, will be subject to a written notice of one month or salary in lieu thereof. You shall be deemed to have voluntarily resigned from the services of the company, on your own accord, if you remain absent without prior written permission of the management for three consecutive days.
3. **MEDICAL/POLICE VERIFICATION:** You will be liable to undergo such medical or other tests or examinations by such authorities as may be decided by company time to time. Also you have to submit Police verification & ID Proof copy.



93239015347 9004092069



ramesh@crpcontrol.com / pratik@crpcontrol.com

Admin Office: A/102B, Jaswanti Allied
Business Centre, Kachpada, Malad
West, Mumbai – 400 064

Works: Unit No. A-03, Jaswanti
Allied Business Centre, Kachpada,
Malad West, Mumbai – 400 064

Works: Plot No. 21, Vrundavan Society,
Near Akashwani Gate, Malvani Village,
Malad West, Mumbai – 400 095

Website: www.crpcontrol.com



CRP CONTROL ENGINEERS

ISO 9001 : 2015 Certified Company

4. **HOURS OF WORK AND WEEKLY HOLIDAYS:** Your hours of work will be the same as those of the office/site where you are posted from time to time. Similarly, your weekly holidays will be the same as those applicable at the office/site of your posting.
5. **LEAVE FACILITY:** Leave eligibility will be in accordance with the company's policy.
6. **INCREMENT/PROMOTIONS:** Purely on your overall performance and progress shown, you will be considered for suitable salary increment/promotion. For site employees the increments/promotions will be linked to site renewals & percentage increment in the contract value.
7. **BONUS AND OTHER BENEFITS:** As per the Bonus Act, 1965 and Company Rules.
8. **SECRECY:** You will not disclose any information relating to the company or its associates to any unauthorized person, firms, agencies whatsoever either during the tenure of your employment with the company or after termination.
9. **ACCESSORIES/UNIFORM & SHOES:** Any accessories provided to you are found lost or damaged will be charged as per company policy. In case you resign you have to submit all the said accessories for your dues settlement. In case if you fail to do so the accessories amount will be recovered from your pending dues.
10. **RETIREMENT:** You will retire from the service of the company on the day you complete 58 years of age, until and unless the management decides to extend your services and the same is communicated to you in writing.
11. **SEXUAL HARASSMENT:** It is company policy to prohibit in our work place any conduct, which constitutes sexual harassment. The firm has a policy on sexual harassment. It deals with allegations of harassment seriously.
12. **LEGAL CASE AND RESPONSIBILITY:** During the course of service if you as individual convicted under any law, it may lead to criminal proceeding or civil matter, in such case you are responsible for damage or repercussion on individual level. Any damage of property leads to financial loss in such case company will recover from you.
13. **ETHIC :** You shall not receive any presents, commission or any kind of gratification or benefit in cash or kind from any Person, Party, Firm or Company having dealing with the company directly or indirectly.
14. **SAFETY :** You will be responsible for the safekeeping and return in good condition and order of all the company property, which may be in your use and charge.
15. **LAW AMENDMENTS :** During the employment of the company you will be governed by the existing laws, rules and regulations and prevailing practices which may be extended / amended or changed by the Governments or the company from time to time.
16. **STATUTORY TAXES :** The company will deduct the Income Tax, Professional Tax, Provident Fund, ESIC, Labour Welfare fund, etc as applicable from time to time from your salary.
17. **OTHER TERMS AND CONDITIONS :** In the event of any dispute or differences regarding construction or interpretation of any of the terms thereof, the management's decision shall be final and binding on you.



93239015347 9004092069 ramesh@crpcontrol.com pratik@crpcontrol.com

Admin Office: A/102B, Jaswanti Allied
Business Centre, Kachpada, Malad
West, Mumbai – 400 064

Works: Unit No. A-03, Jaswanti
Allied Business Centre, Kachpada,
Malad West, Mumbai – 400 064

Works: Plot No. 21, Vrundavan Society,
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CRP CONTROL ENGINEERS

ISO 9001 : 2015 Certified Company

During your employment with the company, you will devote your full time and attention to the company's business and you shall not supplement the remuneration to which you are entitled by virtue of your service with the company by professional practice, part time employment, specialized service etc. Without the permission of the management in writing.

You will keep us informed of any change in your residential address and civil status.

We now request you to please sign and return the enclosed duplicate copy of this letter in the space marked below, as a token to your acceptance of the terms and conditions of service.

Please send us an acknowledgement of this offer confirming your joining. We look forward to welcoming you on board.

For CRP Control Engineers

Ramesh B. Jhunjhunwala
Proprietor



93239015347 9004092069



ramesh@crpcontrol.com / pratik@crpcontrol.com

Admin Office: A/102B, Jaswanti Allied
Business Centre, Kachpada, Malad
West, Mumbai – 400 064

Works: Unit No. A-03, Jaswanti
Allied Business Centre, Kachpada,
Malad West, Mumbai – 400 064

Works: Plot No. 24, Vrundavan Society,
Near Akashwani Gate, Malvani Village,
Malad West, Mumbai – 400 095

Website: www.crpcontrol.com

DTIPL/GEN/OFFER/2023-24/VKS/090

8th June 2023

Mr. Ankit Chandrakant Patil
Sai Ganesh, Phanaspada, Vaitarna, Dist. Palghar - 401303

Sub.: **Offer Letter**

Dear Mr. Ankit Patil, Email ID: patilankit2715@gmail.com; Cell # +91 87883 75641

This has reference to your application and subsequent interview held with us, we are pleased to offer you the post of '**Graduate Engineer Trainee**' in our establishment with effect from 12th June, 2023 at Gross Salary of **Rs20,000/-** per month (consisting of Basic – Rs15000/- + HRA – Rs5000/-).

You will be on Probation for a period of Six months and on satisfactory performance and after successful completion of Six months' probation period you will be confirmed in the company as '**Testing Engineer ' E2 grade**'. Non satisfactory performance could lead to two extensions of probation for 3 months each and yet no improvement could lead to termination.

Your salary will be increased after the successful completion of probation to Rs25,000/-.

The details of role and responsibilities, direct and indirect benefits are as below:

Role & Responsibilities:

Your Primary Role is in Online Division of Company will be:

1. To Learn Testing of motors & generators, cables, transformers and switchgear independently after initial site training.
2. To Learn Analyzing the data acquired from testing and sending for review to Expert team.
3. To Learn and start preparing the final reports yourself in due course of time.
4. To Learn and implement the knowhow on the Standards for all testing assets.
5. Promote company services while visiting the sites for testing regarding our other testing services.
6. Give technical presentation to clients and detailed information about testing procedure and recommendation.
7. To Ensure reports are sent to customer in time.
8. Ensuring safe packing and handling of testing instruments.
9. Compliance of ISO9001: 2015 by following SOPs and other ISO45001:2018 & ISO 14001:2015 (under Certification).
10. Your own Safety and of fellow engineers and Technicians, instruments and company property.
11. Specific assignments by Management irrespective of the Working Division.
12. The job is transferable inside or out the Country as per the requirement of assignments. To maintain confidentiality of Diatech reports / Data and No Company related documents in hard or soft copy to be shared with anyone without the permission of **Top Management**.

Work Location:

The job is transferable inside or out the Country as per the requirement of assignments. However, at present your work location is Mumbai / Vasai.

Accommodation:

You will have to make your own arrangement for accommodation in or around Vasai as Company does not provide any residential accommodation.

Perquisites:

In addition to the salary package company will provide:

1. Local travel monthly 1st class train pass to office (within 50 kms.)
2. Mobile & Internet charges of Rs.500/- per month

Pre-Employment Medical Examination:

You will have to carry out the Pre-Employment Medical Examination at Cardinal Gracias Memorial Hospital, Vasai. List of the tests are given to hospital and We will reimburse an amount of Rs2800/- to them. Your appointment and continuation in employment of the organization will be subject to you remaining medically fit.

Travel Policy:

A willingness to travel anywhere in and outside the country as per the requirement of company on short notice is the very essence of the nature of the work. Failure to comply with this is taken seriously. You must attend the office as per office timing (09:00 am to 5.30 pm) when not on site.

Saturday: 09.00 am to 1.00 pm when in office. Sunday is weekly Off. However, on site the working will be as per the site timing and job requirement (Refer HR Manual). Details of the travel Policy are mentioned in Annexure I.

Leave:

All-purpose leave (APL) is : 23 days.

Medical Policy:

Medical insurance of Rs.2.0 lakhs cover is provided by the company for you on satisfactory completion of Probation period of 6 months.

Employees Compensation Insurance Policy:

You will be covered under the Employees Compensation Insurance policy.

Benefits:

PF, ESIC, Gratuity & Bonus as per Govt. policy.

Notice Period:

Management can terminate the services with a notice period of ONE month after confirmation and anytime during probation period without notice period.

Yours sincerely,

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sarda
Sr. Vice President

CC: MD/Sr. VP/Sr. Manager/Manager Office/Accounts Dept./HR/Manager Admin. & Logistics



Annexure: I**Travel Policy:**

Allowances as per company Policy DA/TE will be reimbursed (Details refer HR Manual)

You are entitled Daily Allowance per day Rs.275/- for outstation work. Daily allowance for travel will be as under:

- < 6 hours travel - no DA is applicable
- > 6 < 12 hours travel – 50 % DA is applicable
- > 12 Hours travel – 100 % DA is applicable

If Boarding is provided by Client, 1/3rd of DA will be applicable as out-of-pocket expense allowance.

You are entitled to travel in III tier AC (ticket will be booked by office). When there is NO reservation, additional allowance of Rs.400/- up to 500 kms, Rs.500/- up to 1000 kms. and Rs.600/- above 1000 Kms. will be given.

Laundry: For stay more than 3 days, laundry allowance will be given @ Rs. 25/- per day. For travel on Sunday over 6 hours, you will be eligible for Compensatory Off.

Approved Hotel Rates – Rs1250/- per day for Metros
– Rs1000/- per day for smaller cities
– Rs1500/- per day Rate for Dahej/Jamnagar

For local travel, you are entitled to use Ola/Uber/Auto Rickshaws from the nearest Railway station.

For travel in Mumbai & surrounding sites, if more than one person has to visit, then conveyance should be shared.

Metro Cities

Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Bangalore

Security Deposit

Rs1000/- per month till confirmation and Rs2000/- per month for 1 year will be deducted, after confirmation towards the training and development expenditure incurred, which is interest free.

The security will be returned to you in the below manner

- a) Rs18000/- will be returned after 1 ½ year
- b) Rs12000/- will be returned after 2 years.

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sardar
Sr. Vice President



Our Ref. # DJEC/23-24/JL/23

Date: 1st AUG 2023

Mr. ANUJ RAMAKANT KAP

G WING/403,
BHALCHANDRA NAGAR,
CHANDANSAR ROAD,
VIRAR (EAST), TAL. VASAI,
PALGHAR -401305

SUB:- JOINING LETTER.

Dear Mr. Anuj,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to appoint you as a **Estimation & Design Engineer**. You are requested to join from **07th JUL 2023** on the following terms and conditions:

Your monthly Gross salary would be **Rs.18000/- (Rupees:- Eighteen Thousand Only)**, all inclusive with **Probation period 3 month**. The term of your employment shall be valid for the period from **07th JUL 2023**. In case, under any unavoidable circumstances, if the project tends/extends and. The duration mentioned changes; you would be informed, in writing, 15days in advance.

You are requested to submit your Adhaar & Pan Card Copy along with 2 Photo for our records.

Thanking you,

For D. J. Electro Controls,


Managing Director,

Ankur Jariwala.


Employee

ANUJ R. KAP





TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Job application: PESworld BE 2022-23

5 messages

charmmy pinakin bhatt <belapbhatt1972@gmail.com>
To: tpo.electrical@viva-technology.org

Sat, Jun 24, 2023 at 10:23 PM

Respect sir,

I'm Charmmy bhatt completed BE in electrical engineering (fresher) Would like to work in your organisation.

Attaching my resume for reference

Thanks and regards,
Charmmy Bhatt



CHARMY BHATT [CV] RESUME.pdf
317K

TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org> Mon, Jun 26, 2023 at 10:23 AM
To: Radha Bhat <radha@pesworld.in>

Hi Radha,

Please consider this student for vacancy available at your company.

[Quoted text hidden]

--

Regards,

Training & Placement Cell,
Department of Electrical Engineering,
VIVA Institute of Technology



CHARMY BHATT [CV] RESUME.pdf
317K

TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org> Thu, Jul 13, 2023 at 2:46 PM
To: Radha Bhat <radha@pesworld.in>

Dear Radha Mam,

Please provide me with a joining letter of the selected candidate for institutional documentation purposes.

Thank you.

[Quoted text hidden]

Radha <radha@pesworld.in>
To: TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Thu, Jul 13, 2023 at 3:03 PM

Dear Sir,

We have appointed Charmmy Bhatt, she will be on probation for 3 months. Appointment letter will be issued post completion of probation. Once we do that will share the details.

We wish to state here we had hire two candidates from who passed out from Viva, but they left without informing and after taking complete training from us.



Though this is not the problem of Institute but the current generation.

Regards

Radha

[Quoted text hidden]

TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org> Thu, Jul 13, 2023 at 3:21 PM
To: Radha <radha@pesworld.in>

Mam,

I understand your concern but I assure you that offer letter will not be shared with students.

We require this only as a proof of placement under training placement activities of institute.

[Quoted text hidden]





TSWD/SSP/HRM/2023
23 Aug 2023

To,
Mr. Gaurav Ganpat Dalvi
At- Post - Vadhvan (Dalvi Ali)
Tal-Dahanu, Dist-Palghar 401503

Dear Gaurav,

With reference to your application for Apprenticeship Training and subsequent interview you had with us, we are pleased to engage you for the "Graduate Apprentice" in our organisation on the following terms and condition.

1. You will be under training for a period of **One Year** effective from **24 Aug 2023** to **23 Aug 2024** as per the **Apprentice Act 1961 (Amendment 1973)**. This is only training facility and not an assurance for job opportunity.
2. You will be paid a stipend of **Rs.9000 /- (Rs. Nine Thousand Only)** per month. During the period of your apprenticeship training you will not be entitled to any other benefits such as P.F. ESIC, BONUS, and GRATUITY etc.
3. You will have to sign a contract as per the provisions under the Act.
4. You will be reporting to the factory in the General Shift and you will be entitled to weekly holidays as declared by the Management.
5. You will be entitled to leave benefits as per the terms and conditions stipulated in the contract.

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

Thanking You,

Yours faithfully,

Officer HRM
TATA Steel Ltd.
Tarapur.

I accept the above terms and condition and will report on duty from **24 Aug 2023**.

Signature :





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

APPOINTMENT LETTER

Date: 10th April 2023

Dear Hrithik More,


We are pleased to offer you the position of “**Research & Development Engineer Robotics Trainer**” in Robokart.com. The details of the terms and conditions of your appointment are enclosed.

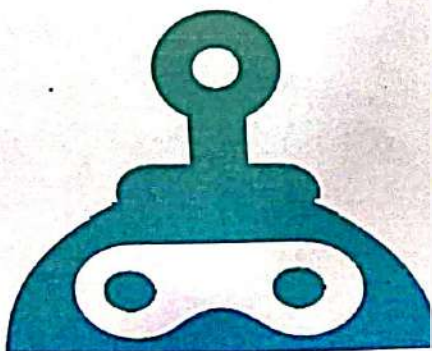
Your CTC will be Rs **2,00,000** L.P.A. This offer is conditional upon our satisfaction completion of your reference checks.

The entire team at ROBOKART is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,




Chaitali Shah
CEO, Co-Founder
Robokart.com



www.robokart.com

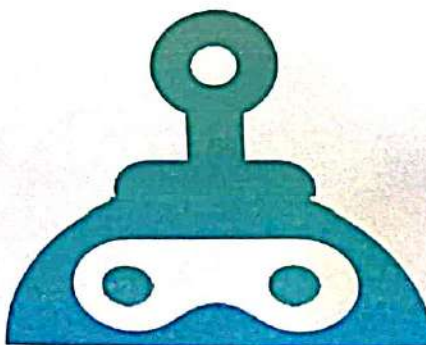


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Goral - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

ANNEXTURE II

Salary Components	Amount
MONTHLY COMPONENTS	
Basic Salary	9,000
HRA	2,700
Allowance	1,800
Conveyance	1,500
Total In hand (Monthly)	15,000
Total Gross (Yearly) - (A)	1,80,000
YEARLY COMPONENTS	
L.T.A.	4,000
Medical	5,000
Total - (B)	9,000
Performance Linked Incentives - (C)	11,000
Total Fixed CTC (Yearly) (A+B+C)	2,00,000



www.robokart.com



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Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

APPOINTMENT LETTER

Date: 10th April 2023

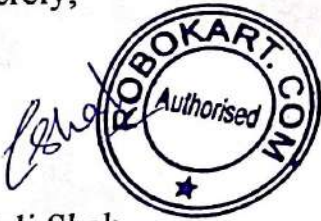
Dear Jigar Patel,

We are pleased to offer you the position of “**Research & Development Engineer Robotics Trainer**” in Robokart.com. The details of the terms and conditions of your appointment are enclosed.

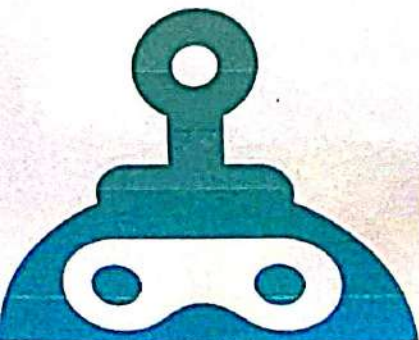
Your CTC will be Rs 2,00,000 L.P.A. This offer is conditional upon our satisfaction completion of your reference checks.

The entire team at ROBOKART is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,



Chaitali Shah
CEO, Co-Founder
Robokart.com





RoboKart
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Bungalow - 116, RSC - 6,
Goral - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

ANNEXTURE II

Salary Components	Amount
MONTHLY COMPONENTS	
Basic Salary	9,000
HRA	2,700
Allowance	1,800
Conveyance	1,500
Total In hand (Monthly)	15,000
Total Gross (Yearly) - (A)	1,80,000
YEARLY COMPONENTS	
L.T.A.	4,000
Medical	5,000
Total - (B)	9,000
Performance Linked Incentives - (C)	11,000
Total Fixed CTC (Yearly) (A+B+C)	2,00,000





TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Regarding Selected Candidate - Mr. Lalit Sonar

Karishma Khairnar <karishma.khairnar@rishabh.co.in>

Wed, 16 Aug at 9:46 AM

To: tpo.electrical@viva-technology.org <tpo.electrical@viva-technology.org>, S Raj <ansarisarfraj146@gmail.com>

Dear Sir,

Greetings from Rishabh Group of Industries!!!!

This is to inform that the student of Viva Institute of Technology from Electrical Engineering Dept., **Mr. Lalit Sonar** has been selected as **Production Executive** for Shanti Instruments (A group company of Rishabh Instruments Ltd.) with a **Package of 3.54 LPA**. His joining date is 16/08/2023.

We wish him long term success and his best in his future endeavors.
Also, thank you for your cooperation. .

We would be grateful if a similar kind of support is provided in future.

P.S.: The offer letter of Mr. Lalit Sonar will be released after 1 week of his joining.

Best Regards,



Karishma K. Khairnar

Executive - HR

Rishabh Instruments | F-31 MIDC, Satpur, Nashik - 422007

Contact : 7498663396

Landline : +91 253 2202179

Email :-karishma.khairnar@rishabh.co.in

<http://rishabh.co.in>





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

APPOINTMENT LETTER

Date 9th June 2023

Dear Affan Mukadam,

We are pleased to offer you the position of "**Research & Development Engineer Robotics Trainer**" in Robokart.com. The details of the terms and conditions of your appointment are enclosed.

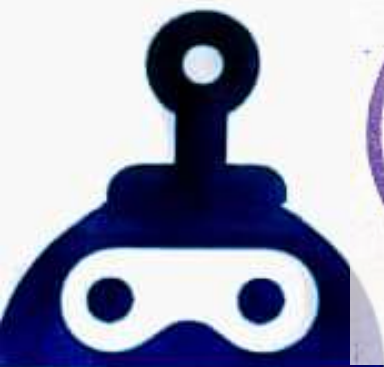
Your CTC will be Rs 2,00,000 L.P.A. This offer is conditional upon our satisfaction completion of your reference checks.

The entire team at ROBOKART is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,



Chaitali Shah
CEO, Co-Founder
Robokart.com



www.robokart.com

DTIPL/GEN/OFFER/2022-23/VKS/522

March 27, 2023

Ms. Nikita Balwant Sirsat
Agrawal Township
Babhola Naka
Vasai West - 401202

Sub.: Offer Letter

Dear Ms. Nikita Sirsat,

This has reference to your application and subsequent interview held with us, we are pleased to offer the post of DET (**Diploma Engineer Trainee**) in our establishment with effect from **03.04.2023** at Gross salary of **Rs.14,000/- per month** (consisting of Basic - Rs. 12,000/- + HRA – Rs 2,000/-).

At present your Offer is on basis of your Diploma Electrical degree, however, Offer letter will be revised along with changed designation as GET (Graduate Trainee Engineer) and Salary once you complete your BE degree and get the result. Also, the salary will be revised as per GET position i.e. Rs16,000/- and Rs25,000/- per month during probation and confirmation respectively.

You will be on Probation for a period of six months and upon satisfactory performance and after successful completion of Six months' probation period you will be confirmed in the company as 'Assistant Analysis Engineer' E1 Grade and Analysis Engineer in E2 grade respectively. However, Non satisfactory performance could lead to two extensions in probation period for 3 months each. and yet no improvement could lead to termination.

In present scenario your salary will be increased after the successful completion of probation to **Rs22,250/-**

The details of role and responsibilities, direct and indirect benefits are as below:

Role & Responsibilities:

Your Primary Role in Company will be:

1. Learn & start preparing reports independently.
2. To acquire data from Testing Engineers, analyze and send to expert team.
3. To ensure final reports are sent on time to customers.
4. To communicate any deviations/ abnormalities observed to clients/ customs immediately with consent of Sr. Manager.
5. To learn Testing Standards and implement in our SOPs.
6. To learn "Hands on" testing of Motors/ Transformers/ Cables/ Switchgears/ PD (On & Off)
7. To execute specific assignments awarded by Management.
8. To learn to make presentation for Diatech.
9. To maintain confidentiality of Diatech reports / Data and No Company related documents in hard or soft copy to be shared with anyone without permission of **Top Management**

Work Location:

The job is transferable inside or out the country as per the requirement of assignments. However, at present your work location is Vasai.

Accommodation:

You will have to make your own arrangement for accommodation in or around Vasai as Company does not provide any residential accommodation.

Perquisites:

In addition to the salary package company will provide:

1. Local travel monthly 1st class train pass to office (within 50 kms.)
2. Mobile & Internet charges of Rs500/- per month

Pre-Employment Medical Examination:

You will have to carry out Pre-Employment Medical Examination within One week of joining at Cardinal Gracious Hospital, Vasai. Your appointment and continuation in employment of the organization will be subject to your remaining medically fit.

Travel Policy:

As per HR Manual

Office Timings:

You must attend office as per office timing (09:00 a.m. to 5.30 p.m.) - Monday to Friday.
Saturday: 09.00 a.m. to 1.00 p.m. Sunday is weekly Off.

Leave:

All Purpose Leave of 23 days in a Calendar Year

Medical Policy:

Medical insurance of Rs2.0 Lakh cover is provided by Company for you on satisfactory completion of Probation period of 6 months.

Employees Compensation Insurance Policy:

You will be covered under Employees Compensation Insurance policy.

Benefits:

PF, Gratuity & Bonus as per Govt. policy.

Notice Period:

Management can terminate the services with a notice period of ONE month after confirmation and anytime during probation period without notice period. Employee also need to give Notice Period of ONE month OR equivalent financial compensation (as per HR manual).

We look forward for long association for the mutual benefit.

Yours sincerely,

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sarda
Sr. Vice President

CC: MD/Sr. VP/Sr. Manager/Manager Offline/Accounts Dept./HR/Manager Admin. & Logistics



Annexure: I

Travel Policy:

Allowances as per company Policy DA/TE will be reimbursed (Details refer HR Manual)

You are entitled Daily Allowance per day **Rs. 275/-** for outstation work. Daily allowance for travel will be as under:

- < 6 hours travel - no DA is applicable.
- > 6 < 12 hours travel – 50 % DA is applicable.
- > 12 Hours travel – 100 % DA is applicable.

If Boarding is provided by Client, 1/3rd of DA will be applicable as out-of-pocket expense allowance.

You are entitled to travel in III tier AC (ticket will be booked by office). When there is NO reservation, additional allowance of Rs.400/- up to 500 kms, Rs.500/- up to 1000 kms. and Rs.600/- above 1000 Kms. will be given.

Laundry: For stay more than 3 days, laundry allowance will be given @ Rs. 25/- per day. For travel on Sunday over 6 hours, you will be eligible for Compensatory Off.

Approved Hotel Rates – Rs1250/- per day for Metros
 – Rs1000/- per day for smaller cities
 – Rs1500/- per day Rate for Dahej/Jamnagar

For local travel, you are entitled to use Ola/Uber/Auto Rickshaws from the nearest Railway station.

For travel in Mumbai & surrounding sites, if more than one person has to visit, then conveyance should be shared.

Metro Cities

Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Bangalore

Security Deposit

Deduction of Rs1000/- per month will be deducted till confirmation (6 months) and Rs2000/- per month for 12 months. Total: Rs30,000/- as security towards the training and development expenditure incurred.

This security deposit will be returned in the below manner.

- a) Rs18000/- will be returned after 1 1/2 years.
- b) Rs12000/- will be returned after 2 Years.

In case the Employee leaves before the stipulated time then there will not be NO refund of the security deposit.



Vijay Sarda
Sr. Vice President



DTIPL/GEN/OFFER/2023-24/VKS/068

26th May 2023

Mr. Pranay Prakash Jadhav
Sai Rohini, Raj Nagar, Achole Road, Nalasopara-E, Palghar- 401209

Subj.: **Offer Letter**

Dear Mr. Pranay Jadhav, Email ID: pranayjadhav4204@gmail.com Cell # +91 8530174932

This has reference to your application and subsequent interview held with us, we are pleased to offer you the post of '**Graduate Engineer Trainee**' in our establishment with effect from 29th May, 2023 at Gross Salary of **Rs20,000/- per month** (consisting of Basic – Rs15000/- + HRA – Rs5000/-).

You will be on Probation for a period of Six months and on satisfactory performance and after successful completion of Six months' probation period you will be confirmed in the company as '**Testing Engineer ' E2 grade**. Non satisfactory performance could lead to two extensions of probation for 3 months each and yet no improvement could lead to termination.

Your salary will be increased after the successful completion of probation to Rs25,000/-.

The details of role and responsibilities, direct and indirect benefits are as below:

Role & Responsibilities:

Your Primary Role is in Online Division of Company will be:

1. To Learn Testing of motors & generators, cables, transformers and switchgear independently after initial site training.
2. To Learn Analyzing the data acquired from testing and sending for review to Expert team.
3. To Learn and start preparing the final reports yourself in due course of time.
4. To Learn and implement the knowhow on the Standards for all testing assets.
5. Promote company services while visiting the sites for testing regarding our other testing services.
6. Give technical presentation to clients and detailed information about testing procedure and recommendation.
7. To Ensure reports are sent to customer in time.
8. Ensuring safe packing and handling of testing instruments.
9. Compliance of ISO9001: 2015 by following SOPs and other ISO45001:2018 & ISO 14001:2015 (under Certification).
10. Your own Safety and of fellow engineers and Technicians, instruments and company property.
11. Specific assignments by Management irrespective of the Working Division.
12. The job is transferable inside or out the Country as per the requirement of assignments. To maintain confidentiality of Diatech reports / Data and No Company related documents in hard or soft copy to be shared with anyone without the permission of **Top Management**.

Work Location:

The job is transferable inside or out the Country as per the requirement of assignments. However, at present your work location is Vasai.

Accommodation:

You will have to make your own arrangement for accommodation in or around Vasai as Company does not provide any residential accommodation.

Perquisites:

In addition to the salary package company will provide:

1. Local travel monthly 1st class train pass to office (within 50 kms.)
2. Mobile & Internet charges of Rs.500/- per month

Pre-Employment Medical Examination:

You will have to carry out the Pre-Employment Medical Examination at Cardinal Gracias Memorial Hospital, Vasai. List of the tests are given to hospital and We will reimburse an amount of Rs2800/-to them. Your appointment and continuation in employment of the organization will be subject to you remaining medically fit.

Travel Policy:

A willingness to travel anywhere in and outside the country as per the requirement of company on short notice is the very essence of the nature of the work. Failure to comply with this is taken seriously. You must attend the office as per office timing (09:00 am to 5.30 pm) when not on site.

Saturday: 09.00 am to 1.00 pm when in office. Sunday is weekly Off. However, on site the working will be as per the site timing and job requirement (Refer HR Manual). Details of the travel Policy are mentioned in Annexure I.

Leave:

All-purpose leave (APL) is: 23 days.

Medical Policy:

Medical insurance of Rs.2.0 lakhs cover is provided by the company for you on satisfactory completion of Probation period of 6 months.

Employees Compensation Insurance Policy:

You will be covered under the Employees Compensation Insurance policy.

Benefits:

PF, ESIC, Gratuity & Bonus as per Govt. policy.

Notice Period:

Management can terminate the services with a notice period of ONE month after confirmation and anytime during probation period without notice period.

Yours sincerely,

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sarda
Sr. Vice President

CC: MD/Sr. VP/Sr. Manager/Manager Office/Accounts Dept./HR/Manager Admin. & Logistics



Annexure: I**Travel Policy:**

Allowances as per company Policy DA/TE will be reimbursed (Details refer HR Manual)

You are entitled Daily Allowance per day Rs.275/- for outstation work. Daily allowance for travel will be as under:

- < 6 hours travel - no DA is applicable
- > 6 < 12 hours travel – 50 % DA is applicable
- > 12 Hours travel – 100 % DA is applicable

If Boarding is provided by Client, 1/3rd of DA will be applicable as out-of-pocket expense allowance.

You are entitled to travel in III tier AC (ticket will be booked by office). When there is NO reservation, additional allowance of Rs.400/- up to 500 kms, Rs.500/- up to 1000 kms. and Rs.600/- above 1000 Kms. will be given.

Laundry: For stay more than 3 days, laundry allowance will be given @ Rs. 25/- per day. For travel on Sunday over 6 hours, you will be eligible for Compensatory Off.

Approved Hotel Rates – Rs1250/- per day for Metros
– Rs1000/- per day for smaller cities
– Rs1500/- per day Rate for Dahej/Jamnagar

For local travel, you are entitled to use Ola/Uber/Auto Rickshaws from the nearest Railway station.

For travel in Mumbai & surrounding sites, if more than one person has to visit, then conveyance should be shared.

Metro Cities

Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Bangalore

Security Deposit

Rs1000/- per month till confirmation and Rs2000/- per month for 1 year will be deducted, after confirmation towards the training and development expenditure incurred, which is interest free.

The security will be returned to you in the below manner

- a) Rs18000/- will be returned after 1 ½ year
- b) Rs12000/- will be returned after 2 years.

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**

Vijay Sardar

Vijay Sardar
Sr. Vice President



Ref. No. STEL-II/HRD/254/O/09/23
Date: - 22/09/2023

Pratik Patil,
At-Gates Khurd,
Tal-Wada, Dis-Palghar.

Stelmec Limited

(CIN : U31200MH2000PLC124565)

MV SWITCHGEAR DIVISION-II
Survey No. 90 & 92/1,
Virar - Vajreshwari Road, At. Usgaon,
P. O. Bhatane, Tal. Vasai,
Dist. Palghar - 401 303, Maharashtra, India.
Phone : 8291947259, 8291947260
E-mail : sales@stelmec.com
Website: www.stelmec.com

Offer Letter

Dear Mr. Pratik,

This has reference to your Application and the subsequent discussions we had with you on 18th September, 23. We are pleased to offer you the position of **"Graduate Engineer Trainee-Testing Department"** in our organization based at **Virar-Usgaon**.

Your total CTC package shall be **Rs. 2,16,000/- Per Annum**.

Your date of Joining shall not be later than 25/09/2023.

You shall be reporting to the **Manager- Testing & IQC Department**.

Kindly ensure that you submit the following requirements at the time of joining in order to complete your appointment formalities.


1. Copy of Educational certificates
2. Copy of Permanent address proof, Date of Birth certificates
3. Copy of Pan Card, Aadhar card & passport (If available)
4. Photographs- 02 Nos.
5. 1 cancelled Cheque of ICICI bank (if available)
6. Copy of Offer letter

We look forward to a long and mutually beneficial association with us.

Thanking You,

For STELMEC LIMITED

I Accept


Vivek Shukla
Senior Manager- Human Resources



(Pratik Patil)

OFFER LETTER

To,

Ms. Rinkal Patil.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 02.08.2023.

Our Ref: No. 008/STMPL/23-24, Dtd.02.08.2023.

Dear Rinkal,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as **"Trainee Documentation Engineer"**. During this period your salary will be 16,670/ month less 10 % TDS.

We would like you to join our Organization on 03.08.2023 as discussed.

You will be governed by rules and regulations of the company during the period of service.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We look forward to your association with us and make a rewarding career with long term association.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of this appointment. Please confirm the date of joining.

You will be given an appointment letter on the date of your joining along with your responsibilities.

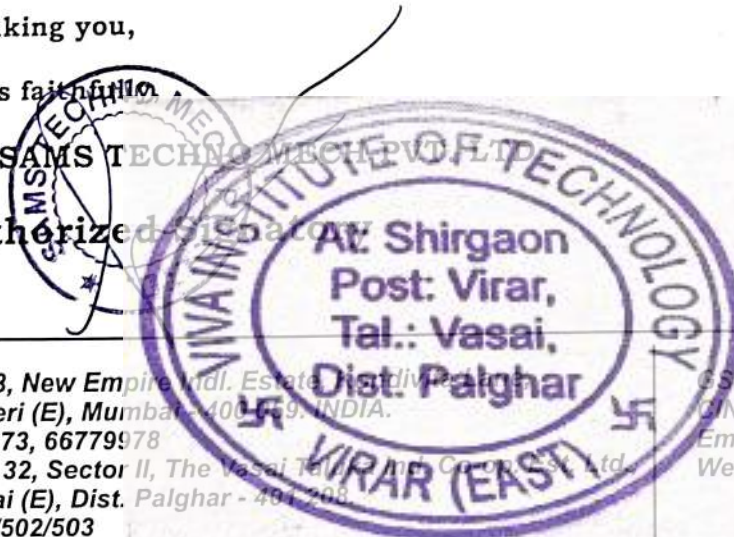
You will be required to serve a notice period of Two month in case of separation from the company.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.

Authorized Signatory



APPOINTMENT LETTER

To,

Ms. Rinkal Patil.

Your Ref: Bio Data & Interview held at STMPL, Vasai Plant on 02.08.2023.

Our Ref: No. 008/STMPL/23-24, Dtd.10.08.2023.

Dear Rinkal,

With reference to your Bio-data and the subsequent Interview you had with us, we are pleased to appoint, you as a **"Trainee Documentation Engineer"** in Our Organization with Effect From 03.08.2023. During this period, your salary will be Rs. 2,00,040/- per annum, Less TDS as applicable.

You will be governed by rules and regulations of the company during the period of service.

You will be reporting to Production Manager Mr. Pramod Shetty.

You may please note that company reserves the right to transfer you to any other department or in any of its (Sister Concern) plants in or out of Mumbai. Your refusal to accept such a transfer would be considered as voluntary resignation on part of your employment in the company.

We wish you good luck and a good performance with long term association with us.

Kindly return the duplicate copy of this letter duly signed by you as token of acceptance of appointment.

Your Job Responsibilities Shall be given after Your Joining the Organization.

You will be required to serve 2 months of notice period in case of separation.

Thanking you,

Yours faithfully,

For SAMS TECHNO MECH PVT. LTD.

Authorized Signatory



DTIPL/GEN/OFFER/2023-24/VKS/152

1st August 2023

Mr. Salman Mahaboob Ali,
31, Hari Om Apt., Mansuri Nagar, Gopchar Pada,
Virar-E, Dist. Palghar-401305

Subject: **Offer Letter**

Dear Mr. Salman Ali, Email ID: salmankgn12@gmail.com ; Cell # +91 80108 63148

This has reference to your application and subsequent interview held with us, we are pleased to offer you the post of '**GET**' - **Graduate Engineer Trainee** in our establishment with effect from 10th August, 2023 at Gross Salary of **Rs.20,000/- per month** (consisting of Basic – Rs.15,000/- + HRA – Rs5,000/-).

You will be on Probation for a period of Six months and on satisfactory performance and after successful completion of Six months' probation period you will be confirmed in the company as '**Testing Engineer 'E2 grade**'. Non satisfactory performance could lead to two extensions of probation for 3 months each and yet if no improvement could lead to termination.

Your salary will be increased after the successful completion of probation to **Rs.25,000/-**.

The details of role and responsibilities, direct and indirect benefits are as below:

Role & Responsibilities:

Your Primary Role is in Online Division of Company will be:

1. To Learn Testing of motors & generators, cables, transformers and switchgear independently after initial site training.
2. To Learn Analyzing the data acquired from testing and sending for review to Expert team.
3. To Learn and start preparing the final reports yourself in due course of time.
4. To Learn and implement the knowhow on the Standards for all testing assets.
5. Promote company services while visiting the sites for testing regarding our other testing services.
6. Give technical presentation to clients and detailed information about testing procedure and recommendation.
7. To Ensure reports are sent to customer in time.
8. Ensuring safe packing and handling of testing instruments.
9. Compliance of ISO9001: 2015 by following SOPs and other ISO45001:2018 & ISO 14001:2015 (under Certification).
10. Your own Safety and of fellow engineers and Technicians, instruments and company property.
11. Specific assignments by Management irrespective of the Working Division.
12. The job is transferable inside or out the Country as per the requirement of assignments. To maintain confidentiality of Diatech reports / Data and No Company related documents in hard or soft copy to be shared with anyone without the permission of **Top Management**.

Work Location:

The job is transferable inside or out the Country as per the requirement of assignments. However, at present your work location is Vasai.



Accommodation:

You will have to make your own arrangement for accommodation in or around Vasai as Company does not provide any residential accommodation.

Perquisites:

In addition to the salary package company will provide:

1. Local travel monthly 1st class train pass to office (within 50 kms.)
2. Mobile & Internet charges of Rs.500/- per month

Pre-Employment Medical Examination:

You will have to carry out the Pre-Employment Medical Examination at Cardinal Gracias Memorial Hospital, Vasai. List of the tests are given to hospital and We will reimburse an amount of Rs2800/-to them. Your appointment and continuation in employment of the organization will be subject to you remaining medically fit.

Travel Policy:

A willingness to travel anywhere in and outside the country as per the requirement of company on short notice is the very essence of the nature of the work. Failure to comply with this is taken seriously. You must attend the office as per office timing (09:00 am to 5.30 pm) when not on site.

Saturday: 09.00 am to 1.00 pm when in office. Sunday is weekly Off. However, on site the working will be as per the site timing and job requirement (Refer HR Manual). Details of the travel Policy are mentioned in Annexure I.

Leave:

All-purpose leave (APL) is 23 days.

Medical Policy:

Medical insurance of Rs.2.0 lakhs cover is provided by the company for you on satisfactory completion of Probation period of 6 months.

Employees Compensation Insurance Policy:

You will be covered under the Employees Compensation Insurance policy.

Benefits:

PF, ESIC, Gratuity & Bonus as per Govt. policy.

Notice Period:

Management can terminate the services with a notice period of ONE month after confirmation and anytime during probation period without notice period.

Yours sincerely,

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sarda
Sr. Vice President

CC: MD/Sr. VP/Sr. Manager/Manager Offline/Accounts Dept./HR /Manager Admin. & Logistics



Annexure: I

Travel Policy:

Allowances as per company Policy DA/TE will be reimbursed (Details refer HR Manual)

You are entitled Daily Allowance per day Rs.275/- for outstation work. Daily allowance for travel will be as under:

- < 6 hours travel - no DA is applicable
- > 6 < 12 hours travel – 50 % DA is applicable
- > 12 Hours travel – 100 % DA is applicable

If Boarding is provided by Client, 1/3rd of DA will be applicable as out-of-pocket expense allowance.

You are entitled to travel in III tier AC (ticket will be booked by office). When there is NO reservation, additional allowance of Rs.400/- up to 500 kms, Rs.500/- up to 1000 kms. and Rs.600/- above 1000 Kms. will be given.

Laundry: For stay more than 3 days, laundry allowance will be given @ Rs. 25/- per day. For travel on Sunday over 6 hours, you will be eligible for Compensatory Off.

Approved Hotel Rates – Rs1250/- per day for Metros
 – Rs1000/- per day for smaller cities
 – Rs1500/- per day Rate for Dahej/Jamnagar

For local travel, you are entitled to use Ola/Uber/Auto Rickshaws from the nearest Railway station.

For travel in Mumbai & surrounding sites, if more than one person has to visit, then conveyance should be shared.

Metro Cities

Delhi, Mumbai, Kolkata, Hyderabad, Chennai, Bangalore

Security Deposit

Rs1000/- per month till confirmation and Rs2000/- per month for 1 year will be deducted, after confirmation towards the training and development expenditure incurred, which is interest free.

The security will be returned to you in the below manner

- a) Rs18000/- will be returned after 1 ½ year
- b) Rs12000/- will be returned after 2 years.

For **DIAGNOSTIC TECHNOLOGIES INDIA PVT. LTD.**



Vijay Sarda
Sr. Vice President





RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

APPOINTMENT LETTER

Date: 10th April 2023

Dear Shubh Arekar,

We are pleased to offer you the position of “**Research & Development Engineer Robotics Trainer**” in Robokart.com. The details of the terms and conditions of your appointment are enclosed.

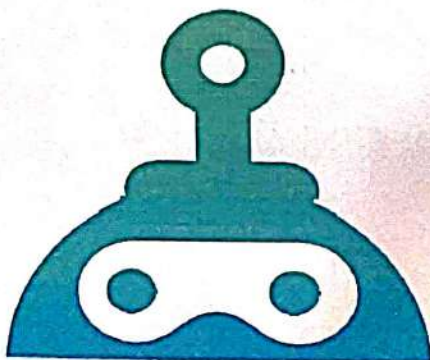
Your CTC will be Rs **2,00,000** L.P.A. This offer is conditional upon our satisfaction completion of your reference checks.

The entire team at ROBOKART is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,



Chaitali Shah
CEO, Co-Founder
Robokart.com



www.robokart.com

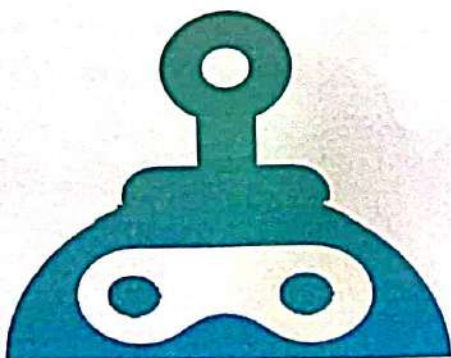


RoboKart
Share what you do

Bungalow - 116, RSC - 6,
Gorai - 1, Borivali West,
Mumbai 400091
E: care@robokart.com

ANNEXTURE II

Salary Components	Amount
MONTHLY COMPONENTS	
Basic Salary	9,000
HRA	2,700
Allowance	1,800
Conveyance	1,500
Total In hand (Monthly)	15,000
Total Gross (Yearly) - (A)	1,80,000
YEARLY COMPONENTS	
L.T.A.	4,000
Medical	5,000
Total - (B)	9,000
Performance Linked Incentives - (C)	11,000
Total Fixed CTC (Yearly) (A+B+C)	2,00,000



www.robokart.com

OFFER LETTER

Date:- 24th JULY 2023

Dear SHUBHAM KAMBLE,

Subsequent to your successful interview with **KARNAVEER ELECTRICAL SERVICE PVT.LTD.** We are pleased to offer you the position as **ESTIMATION & BILLING ENGINEER** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.16 LPA per annum.**

You are requested to join us on or before **26 July 2023**, failing which this employment offer will stand rescinded.

As an employment prerequisite, you must sign the NDA (Non- Disclosure Agreement).

You are requested to carry the below-mentioned documents at the time of joining:

1. All Educational certificates (photocopies).
2. Relieving Letter from the last company.
3. Salary Certificate/ Salary slips/ Bank Statement x last three months.
4. Experience certificate(s) of the last three companies.
5. Passport size photographs x 4 copies
6. Documents of proof of residence (Permanent & Current)
7. Pan Card & Passport copy.
8. Form 16 (Income Tax) from the previous employer.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.



Yours truly,
Rohit S.Davane
Executive Director

KARNAVEER ELECTRICAL SERVICE PVT. LTD.



Offer Letter

Date: 27/06/2023

To,
Mr. Siddhesh N. Darje,
Room no-68, Chawl No-6,
Siddhivinayak,
Tanaji Nagar,
Kumar Village,
Malad East,
Thane 400097.

Dear Mr. Siddhesh N. Darje,

This is in reference to your application and subsequent interview you had with us, for the position of Estimation Engineer in our organization.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances are given below:

Monthly Component	Monthly	Yearly
Basic	10500	126000
HRA	5250	63000
Conveyance	1050	12600
Education Allowance	1050	12600
Medical	1260	15120
Other	2495	29940
Gross	21605	259260
Employees PF Contribution	1260	15120
Net Take Home	20345	244140
Employer's PF Contribution	1260	15120
Bonus	875	10500
Total CTC	25000	300000

PF (if taking PF), PT and IT deductible
Bonus payable on Diwali
Gratuity payable after completion of 5 years



You are required to submit copies of the following:

1. Latest passport size photo
2. Photocopy of experience letters of your previous jobs
3. Photocopy of birth certificate/school leaving certificate showing your date of birth
4. Photocopy Educational qualification certificates

On joining, you will be required to furnish:

- A. Photocopy of your relieving letter from your present/last employer.
- B. Photocopy of your last drawn salary (salary slips of last 3 months OR certificate showing monthly salary, annual benefits, etc. from the present/last employer)

As discussed, your date of joining will be **27th June ,2023**. You will be on probation for a period of **3 (three)** months after which your performance will be reviewed.

A detailed letter containing the terms and conditions of your employment will be given to you on joining.

Please return a copy of this letter duly signed as a token of your acceptance.



Ref. No. STEL-II/HRD/252/O/09/23

Date: - 22/09/2023

Sidharth Machhi,
At- post Agwan, Pale
Lingapada, Tal-Dahanu,
Dis-Palghar 401602.

Stelmec Limited

(CIN : U31200MH2000PLC124565)

MV SWITCHGEAR DIVISION-II

Survey No. 90 & 92/1,

Virar - Vajreshwari Road, At. Usgaon,

P. O. Bhatane, Tal. Vasai,

Dist. Palghar - 401 303, Maharashtra, India.

Phone : 8291947259, 8291947260

E-mail : sales@stelmec.com

Website: www.stelmec.com

Offer Letter

Dear Mr. Sidharth,

This has reference to your Application and the subsequent discussions we had with you on 18th September, 23. We are pleased to offer you the position of "Graduate Engineer Trainee-Engineering Department" in our organization based at Virar-Usgaon.

Your total CTC package shall be Rs. 2,16,000/- Per Annum.

Your date of Joining shall not be later than 25/09/2023.

You shall be reporting to the Assistant General Manager- Engineering Department.

Kindly ensure that you submit the following requirements at the time of joining in order to complete your appointment formalities.


1. Copy of Educational certificates
2. Copy of Permanent address proof, Date of Birth certificates
3. Copy of Pan Card, Aadhar card & passport (If available)
4. Photographs- 02 Nos.
5. 1 cancelled Cheque of ICICI bank (if available)
6. Copy of Offer letter

We look forward to a long and mutually beneficial association with us.

Thanking You,

For STELMEC LIMITED

I Accept


Vivek Shukla
Senior Manager- Human Resources



(Sidharth Machhi)



TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Student CVs: Electrical Department, VIVA Institute of Technology

Umesh Pandya <umeshvpandya@gmail.com>

Fri, Mar 10, 2023 at 5:11 PM

To: TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Cc: Bhushan Save <bhushansave@viva-technology.org>, riteshchavan@viva-technology.org, tejassankpal@viva-technology.org, Harness Prashant <prashant@harnesstechniques.com>

Dear Sir,

We have shortlisted below students

- Yash Pawar
- Akash Holmukhe
- Siddhesh Parle
- Suraj Gupta

Kindly check with them and revert. for joining we wil manage their study leave .

Regards Umesh

On Thu, Mar 2, 2023 at 3:41 PM TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org> wrote:

[Quoted text hidden]





TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Student CVs: Electrical Department, VIVA Institute of Technology

Umesh Pandya <umeshvpandya@gmail.com>

Fri, Mar 10, 2023 at 5:11 PM

To: TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org>

Cc: Bhushan Save <bhushansave@viva-technology.org>, riteshchavan@viva-technology.org, tejassankpal@viva-technology.org, Harness Prashant <prashant@harnesstechniques.com>

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Regards Umesh

On Thu, Mar 2, 2023 at 3:41 PM TPO Electrical Dept VIVA Institute of Technology <tpo.electrical@viva-technology.org> wrote:

[Quoted text hidden]



August 29, 2022

To,
Arshad Azim Ansari,

Subject: Offer for Internship and job as Trainee Software Developer

Dear Arshad,

We are very pleased with your interview, and we would like to offer you the post of Trainee Software Developer in our company. This would also include training for a period of 6 months. Your stipend would be Rs.8000 per month during your training period.

After your training, you will be eligible for the post of Junior Software developer, if you perform well during your training period. The CTC will be determined at the end of your training period. Your CTC will be between Rs.3.5 lakhs to Rs.5 lakhs based on your performance during the training period.

The details of the engagement will be elaborated in a formal appointment letter that is issued on your date of joining our organization.

We are excited to have you in our organization and look forward to a mutually rewarding and enriching association.

As agreed during our discussions your joining date shall be **2nd January 2023**.

Regards,

Siddhi Nandu
Partner
Systemics Solutions



Date: 30th December 2022

To,
Mr. Mayur Bhate.

Internship Offer

Dear Mayur,

On behalf of Kailasa Analytics & Services Pvt Ltd. We are pleased to extend you this offer of temporary employment as an Intern - IT, reporting to Manish Sharma. If you accept this offer, you will begin your internship with the Company on 2nd January 2023 and will be expected to work 6 days per week.

You will be paid Rs. 8,000/- as a stipend on monthly basis. As an intern you will be receiving "Temporary employment" status. Kindly send the signed copy as an acceptance of this offer letter.

As a temporary employee, you will not receive any of the employee benefits (PF, ESIC, TDS, Insurance, Incentives) that regular Company employees receive.

Your internship is expected to end in 6 months. After completing your internship, you will be presented with an experience letter. And if performance is up to the mark, you will be offered full time opportunity with us.

After you complete your internship, you shall return all the company documents and materials belonging to the company that you have in your possession. I hope that your association with the Company will be successful and rewarding.

Kindly send a signed copy of this offer letter as a confirmation of acceptance.

I "Mayur Bhate" have read and understood the above terms and conditions and agree to join the organization on the said date.

Sign:

For Kailasa Analytics & Services Pvt Ltd



Jitendra Rath
Human Resource Manager





MEGAVISION TECHNOLOGIES PVT LTD

Dear Mr Sumit Bhatkar,

Congratulations!!

We're delighted to extend this offer of internship with Megavision Technologies Pvt Ltd. Please review this summary of terms and conditions for your anticipated internship and subsequent offer of employment with us.

If you accept this offer, your start date will be **27th January 2023** and you would report to Ajay Mane. Please find below the terms and conditions of your internship, should you accept this offer letter:

Cash Compensation. The Company will not pay you for the first month of your internship. After one month we will review your progress and provide stipend at the rate of **Rs 10000 per month**, subject to clearing the review after the first month of training.

Hours and Compensation. This is a Full-time internship requiring approximately 40 hours per week. The leave policy will be applicable as per all other full time staff.

Employee Benefits. You will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to the staff picnic and other programs. The company do not have any existing group insurance program applicable.

Conversion to Employment. The Company will at the end of internship period offer you full time employment in the company. However such offer will be based on your performance during internship period. The Company reserves the right to terminate internship for just cause (engaging in unlawful activity, sharing company classified information, gross indiscipline or absence from work without notice beyond approved leave periods etc) at any time without notice and without payment in lieu of notice.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. While you are working as intern at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Non Disclosure. You agree to protect the data, the code, the information and any resource which you are in possession as part of your professional engagement with this company. You will not use this information for any other purpose other than what is officially required for completion. You will not share the information with anyone outside the company. You will not copy, reproduce or share the information without explicit instructions from the company directors. If you are found to utilize or share the information with anyone outside the company, that may invite legal action against you including immediate termination of your internship.

Interpretation, Amendment and Enforcement. This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Voluntary Resignation: You agree to continue in the company for a minimum of 6 months during the training/internship failing which company may not issue experience letter or compensation for work performed. After that duration as an employee, you will require to give at least one month of notice if you plan to leave or want to be relieved of your duties from the company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **27th January 2023**. Upon your acceptance of this internship offer, Megavision Technologies will provide you with the necessary paperwork and instructions.

Sincerely,

M P Desai

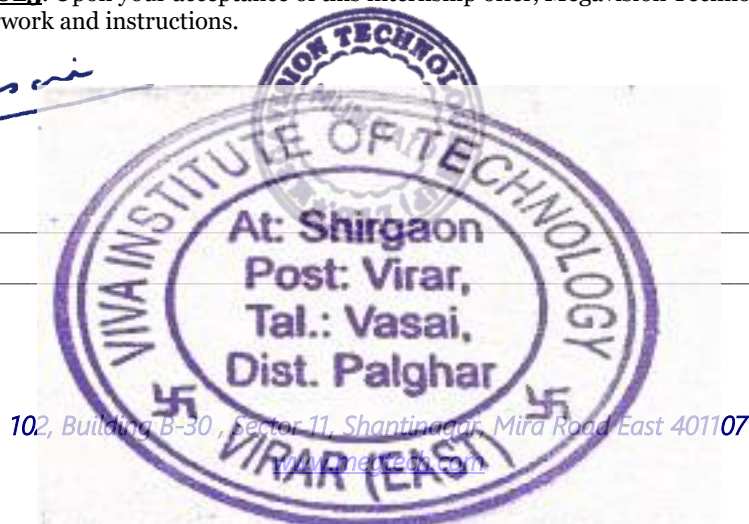
Signatures:

Applicant (Sign)

Date

Applicant (Name)

Place



Dear Priyanka,

Tecnoviq Consultancy is pleased to offer you an internship position in our IT - Software department, with an effective start date of 2nd January 2023.

As an intern, this is not a paid position, which means you will not be receive wages or be eligible for benefits such as paid leave, travelling allowance etc.

Please review the terms and conditions of your new employment contract below:

Position: You will be working as a "Trainee Software Developer" and reporting to the Product Manager.

Working hours: Monday to Saturday 10 am To 7 pm (2nd & 4th Saturday Holiday)

Compensation: You will get stipend of 5,000 INR/Month for your daily expenses.

Deduction: As an Intern, you are not eligible to take any paid leave. Stipend will be deducted in case you take any leave during working days; however, company will allow you to take 1 day leave, in case of any emergency.

Throughout your internship, Tecnoviq Consultancy provide you the training & opportunity to work on "LIVE" project.

Tecnoviq Consultancy may consider you for a paid position in the future (after completion of internship of 6 months) based on your performance throughout your internship.

To accept our offer, please send your acceptance email by 22nd December 2022.

Thanking You



Atul Deshmukh
Managing Partner





To,
Mr. Rupendra Jangid

01st Jan 2023

Mumbai

LETTER OF OFFER

Dear Rupendra,

Congratulations!!

On behalf of VoloForce LLC, we are pleased to offer you an Employment with us.
Details of the terms and conditions of offer are as under:

1. You will be designated as **Software Developer**.
2. Your date of commencement of Employment will be on **1st January 2023**
3. You will be entitled to receive Fixed CTC of **Rs.3, 60, 000 /- (Rs. Three Lakhs Sixty Thousand Only) per annum**.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.

Kindly scan and send us a signed copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

DocuSigned by:
Paul Zsebedics
482FAC7EB0AB4C4...

Paul Zsebedics
Managing Director

DocuSigned by:
Rupendra Kumar Jangid
2005FE7799F5421...

Accepted by
Rupendra Jangid





January 13, 2023

Mr. Daniel Sivaprasad
B-103 Aakar Chs Ltd,
Beverly Park, Kanakia Road,
Opp Kanakia Police Station,
Mira Road East, Thane,
Maharashtra-401107

Subject: Appointment

Dear Mr. Daniel,

This is with reference to your application and the subsequent interview you had with us. We are pleased to appoint you as **"Product Executive"** w.e.f. **13/01/2023** on the following terms and conditions.

1. Your cost to company will be **3,50,000/- (Rupees Three Lacs Fifty Thousand Only)** per annum. (Break-up as per the attached Annexure A).
2. The salary structure of the Company may be altered /modified at any time without prior notice and your package of remuneration and other terms may accordingly be altered/modified from time to time. All payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes. Your remuneration package is strictly confidential between you and the Company and should not be discussed with any one nor divulged to anyone in any manner whatsoever.
3. You will be governed by the conduct, discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of your contract of employment.
4. You may be posted or transferred to another division or group company as deemed necessary by the Company, at its discretion. You may even be, whenever required, transferred to or required to travel to any of the Company's or any of the clients' offices at the sole discretion of the Company.
5. You will be on **probation for a period of six months** from your date of joining depending on your performance, which may be extended, if considered necessary by the Company. You will not be regarded as confirmed until we issue a letter of confirmation. In case your performance is not found satisfactory during such period of probation, including extended period, if any, your services shall be terminated by giving 1 week notice period.
6. Your services may be terminable by giving 2 month notice in writing by either side or completion of assignments, whichever is later. The resignation shall be accepted only on your fulfilling the terms of the undertakings given by you during the course of employment. At the sole discretion of the company, employee may be asked to compensate the salary in lieu of the notice as deemed fit by the company.

Cont 2...





7. This letter of appointment is issued to you on the understanding that you will produce documents showing proof of age, proof of educational qualifications, proof of previous appointments held, proof of previous salary drawn and a relieving letter from your previous employer on or before your joining the services of our Company. The company reserves the right to carry out reference verifications or background checks prior to your joining the company or during the course of your employment with us, if it is detected that the information furnished by you is false or not correct, the company shall, at its sole discretion be entitled to forthwith terminate and/ or revoke your appointment with the company, without further reference in the matter.
8. You will not enter into a commitment or dealing on behalf of the Company for which you have no express authority or discretion vested in you without previous sanction of the Company.
9. You will be required to keep all company information considered to be 'Confidential' undisclosed under any circumstances. Confidential Information shall mean any information disclosed by the company to its employees as well as information disclosed to the employees on behalf of the company by third parties (viz. clients), directly or indirectly, orally or in writing.
10. If at any time, in the opinion of the Company, which shall be final, you are insolvent or are found guilty of being dishonest, disobedient, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in this Company, or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

If you are agreeable to the terms, please sign and return the duplicate copy of this letter.

Thanking you and looking forward to having you with us.

For **Cirrius Technologies Pvt. Ltd.**

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

Kapil Kuwelker
Founder & CEO

Employee Declaration:

This is to certify that I have gone through and understood all the terms and conditions mentioned in the Appointment Letter and Annexure(s) and I hereby accept and agree to abide by them.

Signature :
Date :





Annexure - A

Name : Daniel Sivaprasad

Designation: Product Executive

Department: Customer Engagement & Product

Detailed Salary Break Up		
Salary Components	Amount (Rs.)	
	Monthly	Annually
Basic	10,622	127,469
House Rent Allowance	5,311	63,734
Standard Allowance	4,167	50,000
LTA	885	10,622
Professional Development	2,228	26,739
Special Allowance	3,342	40,108
Gross Salary (A)	26,556	318,672
Provident Fund Employer contribution	1,800	21,600
Gratuity*	511	6,128
Medical Insurance	300	3,600
Benefits (B)	2,611	31,328
Cost to the Company (CTC) [A+B]	29,167	350,000

* Benefit: Group Medical Insurance worth Rs. 300,000 (Self+ Spouse+ 2 Kids floating)

* TDS will be deducted as per income earned and as per savings plan declared by you for the financial year along with proof of payments/receipts wherever applicable.

* Gratuity will be calculated on behalf of 15 days basic salary and will be payable as per Gratuity Act.

* Reimbursements are subject to submission of bills.

* LTA will be non-taxable based on receipts/proof submitted.

For Cirrius Technologies Pvt. Ltd.

Authorized Signatory





Office Address : 301, VTP Marketplace, Katraj- Hadapsar Bypass Road, Undri, Pune, 411060.

Subject: Offer Letter

Dear **Shivani Kakade,**

We are pleased to offer you the **Full-Time** position of **WordPress Intern** at **Eternity Web Solutions (OPC) Pvt. Ltd.** with a start date of **15-Feb-2023**.

In this role, you will be required to,

- To design, develop, test, deploy, and maintain WordPress websites for the clients.
- To work directly with clients on website design and development projects.

The starting salary for this position is **Rs. 10,000 (Rs. Ten Thousand)/month** in the probation period (15-Feb-2023 to 31-May-2023) subject to tax and other deductions if applicable to be paid on a monthly basis starting on **01-May-2023**.

Your employment with Eternity Web Solutions (OPC) Pvt. Ltd. will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

Your appointment is subject to the following terms and conditions:

1. Location:

You will be working from home, however, you will be liable to come to the office in Pune if required.

2. Probation & Confirmation:

You will be on probation for a period of 3 months from the date of joining and will be confirmed at the end of the probation period if your performance and conduct were satisfactory. In case of unsatisfactory performance during your probation period, the probation period can be extended or the Company may terminate your services at any time with a notice of a month.

3. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks.





Office Address : 301, VTP Marketplace, Katraj- Hadapsar Bypass Road, Undri, Pune, 411060.

If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

4. Salary Review:

Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time.

5. Notice Period:

You or the Company may terminate your service at any time by giving 30 days of notice or gross salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issuance of a letter by the Company to that effect.

6. Working Hours:

The normal working hours of the company are from Monday - Friday (9.00 AM to 6.00 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work on a shift system, the details of which will be provided to you on joining. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

7. Offer Acceptance & Reporting:

If the terms and conditions offered herein are acceptable to you, please confirm your acceptance of this offer by responding to the offer e-mail to communicate acceptance of the offer and to confirm your joining date.

8. Confidentiality:

You are required to sign an Intellectual Property, Non-disclosure, and Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary and confidential information, documents, literature, and inventions made or obtained during your tenure with the Company shall not be utilized by you at any point to undermine the interests of the Company. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal & confidential.





Office Address : 301, VTP Marketplace, Katraj- Hadapsar Bypass Road, Undri, Pune, 411060.

The following documents are to be submitted on the date of joining

1. Passport-sized photographs
2. PAN Card
3. Adhar Card
4. Highest Education Certificates
5. Experience Letter
6. Salary Slip/Bank Statment

Please bring photocopies of all the above-mentioned documents along with the originals. The originals will be returned to you immediately after the verification.

We welcome you to Eternity's family fold and truly believe you have a successful career ahead of you and look forward to your joining us.

Please confirm your acceptance of this offer by signing and returning this letter by **01-Mar-2023**.

We welcome you to Eternity's family fold and truly believe you have a successful career ahead of you and look forward to your joining us.



Somnath Jadhav

Sincerely,

Somnath Jadhav

Founder

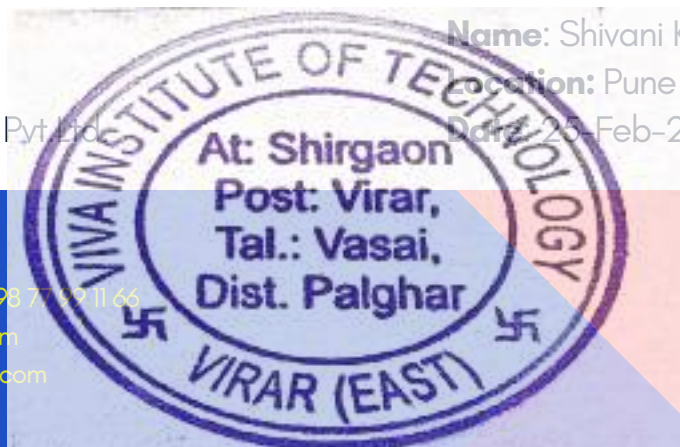
Eternity Web Solutions Pvt. Ltd.

Accepted,

Name: Shivani Kakade

Location: Pune

Date: 25-Feb-2023



Date: 2nd January 2023

To,
Mr. Rahul Kewat,
361/B, Samta Nagar,
Tungareshwar Road, Sativali
Vasai (E), Palghar 401 208

Subject: Internship with Diligence Web Technologies

Dear Mr. Rahul,

On behalf of Diligence Web Technologies, it is our pleasure to confirm your internship. You will be working with Diligence as an Intern for Web Applications Developer

Your duties and assignments during internship will be as follows

- Undergo trainings provided
- Work on demo project/ tasks to gain acquainted with the platforms used
- Work on internship project – provided by Diligence
- Understand live project architecture
- Support new developments/maintenance/ testing

Your internship duration will be of six months starting from 2nd January 2023. You will be given a maximum stipend of Rs. 3000, which shall be determined based on your performance and attendance. During internship you won't be entitled for any leaves. You will have to abide with general rules of conduct as per company's policy.

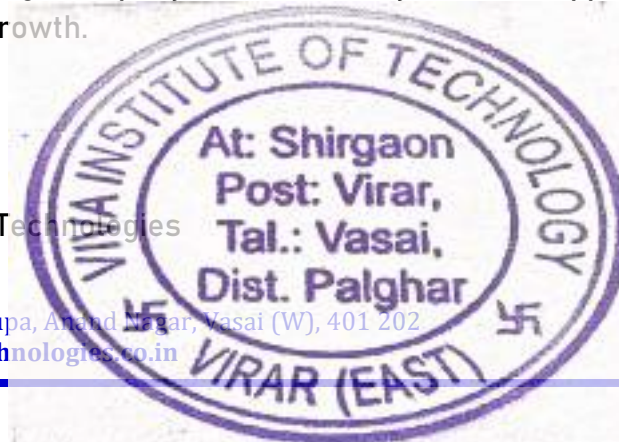
On successful completion of your internship period, you will be hired as full time employee depending upon your performance during the internship.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming a growing company. We assure you our support for your professional development and growth.

Yours Truly,



For Diligence Web Technologies



EMPLOYMENT AGREEMENT: Private and Confidential

Name: Sufiyan Khan
Address: Ranjeet Yadav chawl, Hanuman Nagar, Kandivali(E), Mumbai 400101
Position: Android Developer - Intern
Reporting To: Nurali Prasla / Rizwan Khan
Start Date: 2nd January 2023
Status: Full-time
Office Location: Goregaon West, Mumbai

General terms and conditions

Hours of Work

Specific working hours will be determined by your respective local management. Ordinary hours of work shall be a minimum of 90 hours per fortnight under the provisions of the agreement. The employee must complete a timesheet. The normal hours of the business are weekdays 9.00 am to 6.00 pm and Saturday 9.00 am to 6.00 pm with lunch break of at least 30 minutes. Every month 1st and 3rd Saturdays and all Sundays off.

Depending on the needs of your department, you may be required to work outside the official hours for the proper performance and discharge of your duties.

Remuneration:

Your total fixed pay will be INR 96,000.00 per annum.

Your total monetary remuneration will be payable in twelve equal monthly instalments on or around the 15th of each month by direct deposit into an account nominated by you.

4th Floor, Shri Sai Baba Temple, Off. Link Road,
Goregaon West, Mumbai - 400101



Salary increments will be granted, subject to funding availability, to employees whose work performance has been satisfactory and who have completed twelve months of employment.

You will be liable for all tax payments and any other imposts as may be levied or assessed on any sums paid and /or other benefits provided to you by the company. Any payment of salary or bonus by, or other sum due to you from the CMTECH shall be subject to any and all withholding and other taxes leviable or payable and the company shall in such case be entitled to deduct or retain the amount of such tax from any sum payable to you.

If, during your employment with CMTECH, you become indebted to the company or are overpaid any amount for any reason, the company is entitled to recover the balance from you.

Redeployment

During the period of your employment you may be redeployed to different units of the business to address staffing requirements, taking into account your relevant skills and qualifications. Should this occur, you will receive adequate notice of any roster change.

Probation

The first three months of employment will be probationary period. This may extend by an additional three months where performance standards are not being achieved. During the probation period this contract may be terminated by either party on two weeks notice.

Annual leave

Your annual leave entitlement is 12 days leave for each completed year of employment.

Time of taking annual leave

You must request annual leave four weeks before the date and have your request approved by CMTECH before you go on leave. Where possible, CMTECH will try to grant annual leave for the time requested. However, CMTECH board at its discretion and according to its operational requirements will grant all annual leave.

Sick Leave

- a. Entitlement
You have an entitlement up to 6 paid days sick leave per year. However up to three days of this entitlement may be taken by you to enable you to be responsible for the care and support of a member of your family. Sick leave entitlements shall not be paid out if not taken.
- b. Notification of absence
You are required to advise as soon as possible if you are not able to attend work for reason of which you are claiming sick leave.
- c. Proof of reasons for absence
You may be required at any time to produce a medical certificate, or other proof, detailing the nature of your illness and inability to attend work because of that illness or to enable you to be responsible for the care and support of a member of your family who is genuinely ill.



While on probation period:

1. One Cannot avail any leaves except for weekly offs and listed public holidays
2. No PL/CL will be allowed
3. If an employee takes a leave, a pro-rata amount for the number of leaves taken will be deducted from the salary or it will be treated as leave without Pay.
4. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.
5. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

Corporate Dress

It is our expectation that you wear smart business type clothing which portrays a professional image to our customers.

Performance Appraisal

A performance appraisal will be conducted after probation period and annually.

Code of Conduct

All employees are expected to conform to the staff code of conduct. Failure to do so may result in dismissal.

Confidentiality

As part of CMTECH team, you will receive or be exposed to certain business information which is confidential. CMTECH expects you to keep such information confidential and not disclose it without the approval of CMTECH. Your obligation of confidentiality expressed in this letter shall be a continuing one. You are not to give information or documents relating to your employment to anyone.

CMTECH Property

All CMTECH property, including documents, shall remain the property of CMTECH, even though they may be retained in your possession during your employment as a consequence of your employment duties. You must not borrow, lend or possess any CMTECH property unless authorised by the CMTECH to do so. On the termination of your employment, you must immediately return any and all CMTECH property in your possession.

Computer use

Access to email and the internet are provided for business related and educational use only. CMTECH may monitor the use of such media or any other electronics facilities to ensure compliance with this policy. Inappropriate use of these media and facilities will lead to disciplinary action and/or loss of the privilege to access. Engagement in unauthorised commercial activity or the distribution of unapproved advertising using email and/or the internet is not permitted.

Termination of employment

During the term of this employment, the employee shall be required to serve a 12-month bond. If the employee resigns or is terminated for any reason before the end of the 12-month bond



period, the employee shall be required to pay a sum equal to the amount of salary that would have been earned during the remaining bond period, unless the employee is terminated for cause. This bond is intended to protect the employer's investment in the employee's training and development, and to ensure continuity of service."

To terminate this employment agreement, both parties are required to provide the appropriate notice period as per the agreement. You may terminate your employment by giving 10 weeks' notice of the termination. When providing the period of notice the CMTECH reserves the right not to require you to attend the work during such period of notice. In cases of serious misconduct CMTECH may summarily terminate your employment.

Post Employment Restriction

After termination of your employment with CMTECH you are not allowed to work or undertake any work directly or indirectly with CMTECH's customers and associates.

Insurance

You shall be responsible for insurance and the cost of insuring the transport of your personal effects on travelling from and to work.

Public Holidays

You will normally not be required to work on the public holidays (as per CMTECH approved days) as per CMTECH internal policy.

Special Conditions

N/A

This employment agreement constitutes the entire terms agreed upon by both parties and supersedes any prior agreement regarding employment.



Acceptance of Offer

N. J. Pirale

Director

Signed on behalf of CMTECH.

Declaration of Agreement and Acceptance

I, _____ Sufiyan Islam Khan _____ have read and understand, agree with the terms and conditions accept this contract of employment with CMTECH. I wish to accept this employment and agree I will retain as confidential any information kept by the CMTECH or information otherwise obtained while carrying out normal duties with the CMTECH. I will endeavour to perform my duties in a professional, ethical and co-operative manner, and will support my fellow staff members.

Sufiyan

Employee Signature

02/01/2023

Date





Regarding To Internship Acceptance Letter.

1 message

HR <hr@vaatech.com>

Mon, Jan 30, 2023 at 1:04 PM

To: yashashree777 <yashashree777@gmail.com>

Cc: Akshay Sathe <akshaysathe@vaatech.com>

Dear Yashashree,

We are pleased to inform you of your acceptance of an internship at **VAA Technologies Pvt. Ltd.** as an intern. Please find the following confirmation of the specifics of your internship.

Start Date : 16/01/2023

End Date : 16/06/2023

Stipend : 10,000/-

Besides your duties outlined in the interview, you will report to your supervisor Akshay Sathe. As an intern, you will not receive health and compensation benefits. During your internship, you will have access to the company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship you will return documents, equipment and all property of the company.

Congratulations on the internship !

Thanks & regards,
Aboli Dombale
HR Head,
VAA Technologies pvt. Ltd.
ph. +918956019282





ITDM PRIVATE LIMITED

CIN: U72900MH2022FTC380535

LETTER OF OFFER

Date: 13th Jan 2023

To
Gitesh Lad
Mumbai

Subject: Letter of Offer – Mr Gitesh Lad

Dear Gitesh,

We are pleased to make an offer for the position of “**Intern– QA**” at ITDM Private Limited. You will be entitled for stipend of **INR 15,000** Per month.

Kindly sign and email the duplicate copy of this letter as a token of your acceptance of the offer indicating therein your date of joining. We expect you to join us on 16th Jan 2023.

Please email the below listed documents / details on your day of joining.

- a. One passport size photograph (Recent)
- b. Copy of Pan Card and Aadhar Card.
- c. Educational documents

We look forward to welcoming you on board at the earliest.

Yours faithfully,

Accepted By

Smita Pandit

1/14/2023 | 6:49 AM CST



For ITDM Private Limited

Gitesh Lad



EMPLOYMENT AGREEMENT: Private and Confidential

Name: Aditya Anil Malekar

Address: F/101, Saraswati chs. Ltd., Ram Nagar, Chincholi Bunder Road, Malad West,
Mumbai 400064

Position: PHP Developer - Intern

Reporting To: Nurali Prasla / Rizwan Khan / Anand Singh

Start Date: 6th January 2023

Status: Full-time

Office Location: Goregaon West, Mumbai

General terms and conditions**Hours of Work**

Specific working hours will be determined by your respective local management. Ordinary hours of work shall be a minimum of 90 hours per fortnight under the provisions of the agreement. The employee must complete a timesheet. The normal hours of the business are weekdays 9.00 am to 6.00 pm and Saturday 9.00 am to 6.00 pm with lunch break of at least 30 minutes. Every month 1st and 3rd Saturdays and all Sundays off.

Depending on the needs of your department, you may be required to work outside the official hours for the proper performance and discharge of your duties.

Remuneration:

Your total fixed pay will be INR 96,000.00 per annum.



Your total monetary remuneration will be payable in twelve equal monthly instalments on or around the 15th of each month by direct deposit into an account nominated by you. Salary increments will be granted, subject to funding availability, to employees whose work performance has been satisfactory and who have completed twelve months of employment.

You will be liable for all tax payments and any other imposts as may be levied or assessed on any sums paid and /or other benefits provided to you by the company. Any payment of salary or bonus by, or other sum due to you from the CMTECH shall be subject to any and all withholding and other taxes leviable or payable and the company shall in such case be entitled to deduct or retain the amount of such tax from any sum payable to you.

If, during your employment with CMTECH, you become indebted to the company or are overpaid any amount for any reason, the company is entitled to recover the balance from you.

Redeployment

During the period of your employment you may be redeployed to different units of the business to address staffing requirements, taking into account your relevant skills and qualifications. Should this occur, you will receive adequate notice of any roster change.

Probation

The first three months of employment will be probationary period. This may extend by an additional three months where performance standards are not being achieved. During the probation period this contract may be terminated by either party on two weeks notice.

Annual leave

Your annual leave entitlement is 12 days leave for each completed year of employment.

Time of taking annual leave

You must request annual leave four weeks before the date and have your request approved by CMTECH before you go on leave. Where possible, CMTECH will try to grant annual leave for the time requested. However, CMTECH board at its discretion and according to its operational requirements will grant all annual leave.

Sick Leave

- a. Entitlement
You have an entitlement up to 6 paid days sick leave per year. However up to three days of this entitlement may be taken by you to enable you to be responsible for the care and support of a member of your family. Sick leave entitlements shall not be paid out if not taken.
- b. Notification of absence
You are required to advise as soon as possible if you are not able to attend work for reason of which you are claiming sick leave.
- c. Proof of reasons for absence
You may be required at any time to produce a medical certificate, or other proof, detailing the nature of your illness and inability to attend work because of that illness or to enable you to be responsible for the care and support of a member of your family who is genuinely ill.



While on probation period:

1. One Cannot avail any leaves except for weekly offs and listed public holidays
2. No PL/CL will be allowed
3. If an employee takes a leave, a pro-rata amount for the number of leaves taken will be deducted from the salary or it will be treated as leave without Pay.
4. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.
5. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

Corporate Dress

It is our expectation that you wear smart business type clothing which portrays a professional image to our customers.

Performance Appraisal

A performance appraisal will be conducted after probation period and annually.

Code of Conduct

All employees are expected to conform to the staff code of conduct. Failure to do so may result in dismissal.

Confidentiality

As part of CMTECH team, you will receive or be exposed to certain business information which is confidential. CMTECH expects you to keep such information confidential and not disclose it without the approval of CMTECH. Your obligation of confidentiality expressed in this letter shall be a continuing one. You are not to give information or documents relating to your employment to anyone.

CMTECH Property

All CMTECH property, including documents, shall remain the property of CMTECH, even though they may be retained in your possession during your employment as a consequence of your employment duties. You must not borrow, lend or possess any CMTECH property unless authorised by the CMTECH to do so. On the termination of your employment, you must immediately return any and all CMTECH property in your possession.

Computer use

Access to email and the internet are provided for business related and educational use only. CMTECH may monitor the use of such media or any other electronics facilities to ensure compliance with this policy. Inappropriate use of these media and facilities will lead to disciplinary action and/or loss of the privilege to access. Engagement in unauthorised commercial activity or the distribution of unapproved advertising using email and/or the internet is not permitted.

Termination of employment

During the term of this employment, the employee shall be required to serve a 12-month bond. If the employee resigns or is terminated for any reason before the end of the 12-month bond



period, the employee shall be required to pay a sum equal to the amount of salary that would have been earned during the remaining bond period, unless the employee is terminated for cause. This bond is intended to protect the employer's investment in the employee's training and development, and to ensure continuity of service."

To terminate this employment agreement, both parties are required to provide the appropriate notice period as per the agreement. You may terminate your employment by giving 10 weeks' notice of the termination. When providing the period of notice the CMTECH reserves the right not to require you to attend the work during such period of notice. In cases of serious misconduct CMTECH may summarily terminate your employment.

Post Employment Restriction

After termination of your employment with CMTECH you are not allowed to work or undertake any work directly or indirectly with CMTECH's customers and associates.

Insurance

You shall be responsible for insurance and the cost of insuring the transport of your personal effects on travelling from and to work.

Public Holidays

You will normally not be required to work on the public holidays (as per CMTECH approved days) as per CMTECH internal policy.

Special Conditions

N/A

This employment agreement constitutes the entire terms agreed upon by both parties and supersedes any prior agreement regarding employment.



Acceptance of Offer

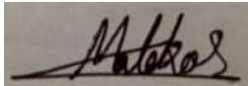
N. J. Pirale

Director

Signed on behalf of CMTECH.

Declaration of Agreement and Acceptance

I, Aditya Anil Malekar have read and understand, agree with the terms and conditions accept this contract of employment with CMTECH. I wish to accept this employment and agree I will retain as confidential any information kept by the CMTECH or information otherwise obtained while carrying out normal duties with the CMTECH. I will endeavour to perform my duties in a professional, ethical and co-operative manner, and will support my fellow staff members.



Employee Signature

18-01-2023

Date



Dear Nilanshu,

Tecnoviq Consultancy is pleased to offer you an internship position in our IT - Software department, with an effective start date of 2nd January 2023.

As an intern, this is not a paid position, which means you will not be receive wages or be eligible for benefits such as paid leave, travelling allowance etc.

Please review the terms and conditions of your new employment contract below:

Position: You will be working as a "Trainee Software Developer" and reporting to the Product Manager.

Working hours: Monday to Saturday 10 am To 7 pm (2nd & 4th Saturday Holiday)

Compensation: You will get stipend of 5,000 INR/Month for your daily expenses.

Deduction: As an Intern, you are not eligible to take any paid leave. Stipend will be deducted in case you take any leave during working days; however, company will allow you to take 1 day leave, in case of any emergency.

Throughout your internship, Tecnoviq Consultancy provide you the training & opportunity to work on "LIVE" project.

Tecnoviq Consultancy may consider you for a paid position in the future (after completion of internship of 6 months) based on your performance throughout your internship.

To accept our offer, please send your acceptance email by 22nd December 2022.

Thanking You



Atul Deshmukh
Managing Partner





INTERN OFFER LETTER

Dear,
Shivam Vivek Mishra.

On behalf of The Schnell Apps Pvt Ltd, We are pleased to offer you the Position of Intern Web Developer with IT Department. The purpose of this letter is to outline the terms for your employment subject to the terms of Company policies and other agreements.

Your internship is scheduled to start effective 02-January-2023 for a period of 6 months. Your internship is expected to end on 02-July-2023. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to trade secrets and 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.

By accepting this offer, you agree that throughout your internship, you will observe all policies, Protocols and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

This letter constitutes the complete understanding between you and the Company regarding your internship and supersedes all prior discussions or agreements. This letter may only be modified by a written agreement signed by both of us.

205, 2nd Floor, Khotala Shopping Center, Bhiwandi, Thane, Maharashtra 421302

CIN: U74999MH2020PTC336700 | www.theschnellapps.com | contact@theschnellapps.com



INTERN OFFER LETTER

I hope that your association with the Company will be successful and rewarding.

Please indicate your acceptance of this offer by signing below and returning it to HR. If you have any questions, please contact do not hesitate to contact me.

All of us at THE SCHNELL APPS PRIVATE LIMITED are excited that you will be joining our team!

Yours Sincerely,

THE SCHNELL APPS PRIVATE LIMITED



I accept employment with the Company on the terms and conditions set out in this letter.

Shivam Vivek Mishra..

Date: _____



205, 2nd Floor, Khotala Shopping Center, Bhiwandi, Thane, Maharashtra 421302

CIN: U74999MH2020PTC336700 | www.theschnellapps.com | contact@theschnellapps.com



Date 01st Jan 2023

Appointment Letter

To,
Sayali Chandrkant Nachare
Room 1, Ashirwad Chawl,
Nagindaspada, Nalasopara (E).

We are pleased to appoint you in our organization as **Web Developer** subject to the following terms and conditions:

1. Your contract will commence from 1st January 2022 and expire on 30th June 2023 (renewable on performance based appraisal) during which you will render services to our organisation at our premises subject to the terms and conditions of the engagement letter executed by you on 1st January 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - I. Fully perform the services, in a professional manner, at our location until the completion of the term of the work assignment.
 - II. During the term of the work assignment, render services exclusively to our Organisation and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - III. Not engage in any conduct which is detrimental to the interest of our Organisation.
 - IV. Not receive any payments of any nature directly or indirectly from the Client unless agreed by our Organisation.
 - V. Neither directly nor indirectly take offers of employment with our Client or its affiliates during the period of the work assignment without prior permission of our Organisation.
 - VI. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations of our Organisation.
 - VII. Comply with the safety, health and other rules and regulations of our Organisation that you have been made aware of.
3. Except for expiry of a Work Assignment or to completion/expiry of the same or in respect of a Work Assignment, before one week or a lesser period of time, either party



may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.

4. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and our Organisation shall promptly settle all your dues after making the applicable deductions.
5. You agree to defend, indemnify and hold our Organisation harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
6. Leave cannot be claimed as a matter of right. It shall be at the discretion of the sanctioning authority to approve or refuse the leave application at any time according to the exigencies of the Company work.

In case of more than 3 consecutive leaves, approval will have to be taken at least 15 days in advance. Associates proceeding on long leave are advised to leave their contact address / phone numbers with their Immediate Managers.

- I. Associates will be eligible for 24 days of all-purpose leave per annum on pro-rata basis @ 2 days per month.
- II. Associates have to be confirmed to avail leave encashment. Leave accumulation will be permissible up to 45 days. Leave accumulated beyond 45 days will automatically lapse.
- III. Associates will have to avail minimum 9 days All Purpose Leave every financial year. A maximum of 15 leaves can be carried forward to the next financial year.

Please sign the office copy of this letter as token of your acceptance of the terms and conditions laid down herein.

We take this opportunity to welcome you to our organization and wish you a successful and fruitful career with us.

X

Signature





Salary Break up

From 1st January 2023 to 30th June 2023.

Salary Per Month subject to statutory deduction

Rs 10,000/- Per Month x 6 months = Rs 60,000/-





Annexure-A

Non-Disclosure Agreement

I, Sayali Chandrkant Nachare, residing Room 1, ashirwad chawl , nagindaspada, nalasopara east who has been selected as Sales Manager, hereby understand and confirm that all books, records, document and other information that I have access to either directly or indirectly, in the course of carrying out my duties and responsibilities, are entirely confidential and belong to the Company. I hereby undertake not to disclose, divulge or discuss any such confidential matters with any person whomsoever except as needed to carry out my duties and responsibilities for the Company. Also, I hereby confirm that I will ensure that all company documents and information will be treated as strictly confidential and will be kept secure from and inaccessible to unauthorized individuals I agree that upon the event of my resignation, separation or termination of my services with the company, I shall return all documents and other relevant information in my possession to the company without deleting and/ or copying without the written consent of the company. I accept that any breach of this undertaking and understanding during the tenure of my employment will result in strict disciplinary action and may lead to termination of services without notice and/ or the necessary legal action/s including action/s under civil as well as criminal law as deemed fit. I also agree to make good the damages including monetary, caused to the Company because of the breach of this agreement. Further I clearly understand that the above undertaking includes all information/documents etc. either in written form or in electronic form or any other recorded form whatsoever.

X

Signature



Date: 3rd November 2022

Ms. Esther Princy Israel Nadar

Jones Apt, B-14, S-2, Beach complex,
Naigaon West, Palghar,
Maharashtra

Dear **Esther Princy Israel Nadar**

With reference to your interviews and discussions with us we are pleased to offer you the position of **“Software Specialist”** on the terms and conditions as set forth below:

1. **Date of Commencement** : **15th November, 2022**
2. **Bond Period** : You will serve eClinicalWorks India Pvt Ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regard.
3. **Period of Offer** : The period of offer is as follows:
 - i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.
 - ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.
 - iii. This offer is only valid if you are not an Ineligible Person under the Office of Inspector General's List of Excluded Individuals/Entities.

4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.

5. Place of Work : Your current place of work will be Mumbai, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Mumbai (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs.300,000/-(Rupees Three Lakh only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

- i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.
- ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

9. Counterparts : This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

10. General :

- i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.
- ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso factor.



11. Maternity Benefit Act:

i. Any woman employee of eclinicalworks entitled to maternity benefit under the provisions of the Maternity Benefit Act, 1961 and the rules may give notice in writing in Form 1 appended to the Maternity Benefit Rules to her employer, stating that her maternity benefit and any other amount to which she may be entitled under the act may be paid to her or to such person as she may nominate in the notice and that she will not work in any establishment during the period for which she receives maternity benefit

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely

For eClinicalWorks India Pvt Ltd

Pertwyn
Joseph

Human Resources

Date:

Digitally signed by Pertwyn Joseph
DN: OU="Human Resource",
O=eClinicalworks, CN=Pertwyn
Joseph,
E=pertwyn.joseph@eclinicalworks.co
m
Reason: I am approving this document
Location:
Date: 2021.11.03 12:20:56
Foxit Reader Version: 9.3.0

AGREED AND ACCEPTED BY ME

(Esther Princy Israel Nadar)

Date:



Annexure

Name: Ms. Esther Princy Israel Nadar

Annual CTC

	Particular	Yearly (Amount in Rs.)
a.	Basic	156,287
b.	HRA	78,144
c.	LTA	7,815
d.	Medical Reimbursements	15,000
e.	Shift Allowance	24,000
f.	Company's Contribution to PF @ 12%	18,754
Total		300000

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.



Dear Rahul,

Tecnoviq Consultancy is pleased to offer you an internship position in our IT - Software department with an effective start date of 2nd January 2023.

As an intern, this is not a paid position, which means you will not be receive wages or be eligible for benefits such as paid leave, travelling allowance etc.

Please review the terms and conditions of your new employment contract below:

Position: You will be working as a "Trainee Software Developer" and reporting to the Product Manager.

Working hours: Monday to Saturday 10 am To 7 pm (2nd & 4th Saturday Holiday)

Compensation: You will get stipend of 5,000 INR/Month for your daily expenses.

Deduction: As an Intern, you are not eligible to take any paid leave. Stipend will be deducted in case you take any leave during working days; however, company will allow you to take 1 day leave, in case of any emergency.

Throughout your internship, Tecnoviq Consultancy provide you the training & opportunity to work on "LIVE" project.

Tecnoviq Consultancy may consider you for a paid position in the future (after completion of internship of 6 months) based on your performance throughout your internship.

To accept our offer, please send your acceptance email by 22nd December 2022.

Thanking You



Atul Deshmukh
Managing Partner



Vivek Punamprakash Pandey
Mumbai, India
Pvivek629@gmail.com

Dear Mr. Pandey,

CampusCoin Project is proud to offer you internship with a position of Full Stack Developer. The location for this position is 100% remote.

The formal internship position is expected to commence on Monday January 30, 2023. This internship program will last for six (6) months, and the intern schedule you are expected to work in this position is considered flexible and approximately 15 hours a week. The position involves a provisional stipend totaling a maximum of 8k for this period, paid in six equal parts of 1.33k, and shall only be valid and in force through in-scope work that is directly issued and approved solely by me, and is solely dependent on my issuance of approved assignments, tasks, as well as your adequately meeting the deliverables of the same. As these in-scope conditions are met, that portion of the stipend is correspondingly released at the end of that calendar month. Your direct supervisor is Mr. Aman Sharma - aman.sharma@campuscoinproject.org.

This internship does not require pre-screening testing, and the documentation that you will need on your first day will be a clear copy of a photo ID to be provided to Mr. Sharma at time of commencement and shall be kept on file for our records.

A confidentiality agreement accompanies this letter, and must be signed, returned, and shall also be kept on file by Mr. Sharma.

Only the terms outlined in this letter are to be honored, and the terms in this letter supersede any prior discussions about this position. Any changes you would like to include in the agreement must be made in writing.

Please feel free to reach out to me or Aman with any questions regarding the position or the offer. As candidate for internship with CampusCoin, the deadline for response to this offer must be received no later than January 30, 2023.

We look forward to your internship providing Full Stack Developer services through CampusCoin Project.

Sincerely,

Arch Beard

Arch Beard
CEO - CampusCoin Project
arch.beard@campuscoinproject.org



02 January 2023

Anand Seth Building
Room No 3, Khadipar kataibag,
Bhiwandi, Thane
Maharashtra

OFFER OF EMPLOYEMENT

Dear Arun,

We have pleasure in offering you the contract of employment with Daynil Group Solutions Pvt. Ltd. Outlined below are the terms and conditions of this employment in Daynil Group Solutions Pvt. Ltd.

1- SALARY AND GRADE

Your basic salary will be Rs. 13,683.33/- p.m.

Salary details are indicated in the salary card at the end of this letter. In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

2- DESIGNATION AND PLACE OF WORK

You will be designated as "Software Developer" in the Daynil Group Solutions Pvt. Ltd. at Dombivli Office. You may be transferred to any of the Company's establishments anywhere in India or abroad, as and when required by the Company.

3- SALARY REVIEW

Salary revisions will be based on individual, as well as company performance.

4- TERMINATION OF EMPLOYMENT

- a. The contract of employment can be terminated by either party by giving three months' notice in writing, subject however to the Company's right to pay basic salary in lieu thereof.
- b. However, should you sign any Service Bond/Undertaking/Agreement with the Company as a part of your employment process or later in the course of your employment with the Company, you will then not be entitled to terminate your employment with the Company unless you comply with the terms and conditions of the Bond / Undertaking / Agreement in addition to the above.



- c. The Company shall have the right to terminate this agreement forth with, without any notice and without any basic salary in lieu of notice period in the event of any of the following:
- i. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
 - ii. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of Joining the Company
 - iii. Any misconduct on your part.
 - iv. Failure to carry out any of your duties and obligations.

5- LEAVE

You will be eligible for leave as per the current applicable leave policy of the Company.

6- PROVIDENT FUND

Based on the Provident Fund rules and regulations, you shall contribute a sum equal to 12% of basic salary (or as per the prevailing P.F. rules) from your monthly salary and the Company shall contribute an equivalent amount.

7- RETIREMENT AGE

All employees in the Company shall retire on attainment of normal retirement age fixed by the Company, which at present is 58years.

8- TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your employment, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company, unless such employee is compelled to disclose it by judicial process.

9- RESTRICTIVE COVENANT

The Company is in the business of providing various services including services in the area of Information Technology. You will acknowledge that:

- a. The Company's services are highly specialized.
- b. The identity and particular needs of the Company's customers are Confidential.



- c. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and constitute trade secrets.

You will therefore agree that:

- i. For a period of two years after this contract has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself, you will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, Company, firm or corporation who is or was a customer of the Company during a period of two years prior to the termination of your employment.
- ii. You shall not solicit or take up employment or transact any sort of business directly or indirectly with such customers on behalf of yourself or any other person, firm, Company, or corporation.

10- DISPUTES

Any disputes between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

11- UNAUTHORISED ABSENCE FROM WORK

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly.

12- PRE EMPLOYMENT VERIFICATION

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against.



13- GENERAL

Any disputes between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

- a. You will be governed by all rules, regulations and policies of the Company.
- b. You are to devote your fulltime, attention, and ability to the interest of the Company.
- c. You are not to interest yourself in any business or do any trading on your own account.
- d. You hereby agree that for the period of deputation at an onsite location, you will abide by the laws of the country of your deputation and for the duration of assignment in India, you will comply with the terms and conditions of your appointment letter.

14- In accordance with the standard practice of the company, we request you to treat the terms of this employment as confidential.

15- You are required to join on or before 02 January, 2023 if you do not join by this date, this offer stands withdrawn- unless the date of joining is extended and communicated to you in writing.

16- Daynil Group Solution Pvt. Ltd.

Unit 212, Globe Estate, Tata Power Circle, MIDC Phase 1 , Near Vikas Naka Dombivli East Maharashtra 421203

You are required to bring the following documents, with a photocopy of each at the time of joining.

- 1- Proof of age.
- 2- Educational certificates including mark sheets
- 3- Relieving certificate, or service certificate from your present employer (without which you are not allowed to join)

17- ACCEPTANCE BOND

This offer letter comes with an acceptance bond, and if you accepted and signed it, then you can't withdraw and also can't leave employment within the first 3 months of the joining date. In any case, if you withdraw or leave the company within the said duration, then you have to deposit 1 month's CTC salary to company.

Please confirm the date on which you expect to join in writing.



We look forward to your joining us for a mutually rewarding association.

Yours Faithfully,

For Daynil Group Solutions Pvt. Ltd.

Daynil Group Solutions Pvt. Ltd.

Uday Kumar

Director

Uday Kumar

Managing Director

I have read the above content and accept the same.

Signature
Arun Patel

02 January 2023
Date of Joining



SALARY CARD

Name: Arun Patel		Date: 02 January 2023
		Location: Dombivli
Components	Rs(PA)	Rs(PM)
Basic	1,64,200.00	13,683.33
Bouquet of Benefits (BoB)	1,64,200.00	13,683.33
Base Salary	3,28,400.00	27,366.00
Total Target Cash (TTC)	3,28,400.00	27,366.00
Provident Fund(PF)		1,875.00
Retirals & Other Benefits	21,600.00	
Cost To Company (CTC)	3,50,000	

Note:-

- Basic will be reckoned for PF, and Leave Encashment as per rules
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- For Bouquet of Benefits (BoB), kindly refer to the attached annexure.
- Employees on overseas deputation will be paid only those allowances as mentioned in Overseas Deputation Note.



Following are the components applicable to you under bouquet of benefits (BoB)

Components	Limits	Remarks
House rent allowance (P.M.)	6,841.67	Mandatory
Medical Reimbursement(P.M.)	821.00	Optional
Special Allowance(P.M.)	2,736.67	Optional
Telephone Expenses(P.M.)	1,094.67	Optional
Conveyance allowance (P.M.)	875.73	Optional
Books and Periodicals (P.M.)	1,313.60	Optional
➤ Balance amount Bouquet of Benefits (BoB) will be paid as adhoc allowance per month and be Fully taxable.		
➤ The Bouquet of Benefits are mentioned on the above components.		
➤ Income Tax will be deducted at source wherever applicable as per income Tax Rules.		
➤ Any or all of the above allowances may be altered/withdrawn at the solo discretion of the management and the payment of allowances will be governed by the rules and regulation of the company as may application form time to time.		





January 17, 2023

Mr. Karan Jitendra Patel
Flat No-A/302, 3rd Floor,
Siddharth Complex CHSL,
Diwanman, Vasai Road West,
Umele, Palghar
Maharashtra- 401202

Subject: Internship Offer

Dear Karan,

We are pleased to offer you an internship position at Cirrius w.e.f. 18th January 2023. Please see below the specifics regarding your internship:

Internship Title: Jr. Software Engineer
Internship Duration: 3 Months

Internship stipend: Rs.14,000/- per month (Excluding statutory deductions)

Please indicate your acceptance of the internship by signing this letter and returning it to the Human Resources Department.

Congratulations on your internship!

Best Wishes,

For **Cirrius Technologies Pvt. Ltd.**

A handwritten signature in black ink, appearing to read "Kapil", written over a horizontal line.

Kapil Kuwelker

Founder & CEO

I accept the internship offer described in this letter:

Student Name: Karan Jitendra Patel

Signature: _____

17th January' 2023



Cirrius Centre, A-19, MIDC Area Cross Road B, Andheri (East), Mumbai- 400093, India
www.cirrius.com | CIN: U72900MH2007PTC171018

Date: 16th November 2022

To,
Ms. Khushbu Patel.

Internship Offer

Dear Khushbu,

On behalf of Kailasa Analytics & Services Pvt Ltd. We are pleased to extend you this offer of temporary employment as an Intern - IT, reporting to Manish Sharma. If you accept this offer, you will begin your internship with the Company on 2nd January 2023 and will be expected to work 6 days per week.

You will be paid Rs. 8,000/- as a stipend on monthly basis. As an intern you will be receiving "Temporary employment" status. Kindly send the signed copy as an acceptance of this offer letter.

As a temporary employee, you will not receive any of the employee benefits (PF, ESIC, TDS, Insurance, Incentives) that regular Company employees receive.

Your internship is expected to end in 6 months. After completing your internship, you will be presented with an experience letter.

After you complete your internship, you shall return all the company documents and materials belonging to the company that you have in your possession. I hope that your association with the Company will be successful and rewarding.

Kindly send a signed copy of this offer letter as a confirmation of acceptance.

I "Khushbu Patel" have read and understood the above terms and conditions and agree to join the organization on the said date.

Sign:

For Kailasa Analytics & Services Pvt Ltd



Jitendra Rath
Human Resource Manager



Date: 9th January, 2023

To,
Gaurav Patil,
A/101, Chitra Building,
Gagan Vihar Complex,
Achole Road,
Nallasopara (East), Thane,
Maharashtra - 401209

Subject: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of “**PHP Developer**” with a monthly remuneration of **Rs.28000/- (including PF)** in our organization based at Mumbai, on the terms mutually discussed and agreed between us.

As discussed, and mutually agreed, you would be joining us on or before **13th January, 2023**.

A Detailed appointment letter along with the salary break-up and other terms and conditions will be issued to you by the company at the time of your joining the organization.

As a token of your acceptance, please sign the duplicate of this letter of offer and send the same to us.

We welcome you in our organization and look forward to a long and fruitful association.

Thanks & Regards,



Tushar Khakhar
First Executive
AGENCY09

Gaurav R. Patil



101, Meghdoot Building, Junction of Linking & Turner Road, Linking Road, Bandra West,

Mumbai, Maharashtra - 400050

W: www.agency09.in



MEGAVISION TECHNOLOGIES PVT LTD

Dear Ms Pallavi Patil,

Congratulations!!

We're delighted to extend this offer of internship with Megavision Technologies Pvt Ltd. Please review this summary of terms and conditions for your anticipated internship and subsequent offer of employment with us.

If you accept this offer, your start date will be **23rd January 2023** and you would report to Ajay Mane. Please find below the terms and conditions of your internship, should you accept this offer letter:

Cash Compensation. The Company will not pay you for the first month of your internship. After one month we will review your progress and provide stipend at the rate of **Rs 10000 per month**, subject to clearing the review after the first month of training.

Hours and Compensation. This is a Full-time internship requiring approximately 40 hours per week. The leave policy will be applicable as per all other full time staff.

Employee Benefits. You will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to the staff picnic and other programs. The company do not have any existing group insurance program applicable.

Conversion to Employment. The Company will at the end of internship period offer you full time employment in the company. However such offer will be based on your performance during internship period. The Company reserves the right to terminate internship for just cause (engaging in unlawful activity, sharing company classified information, gross indiscipline or absence from work without notice beyond approved leave periods etc) at any time without notice and without payment in lieu of notice.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. While you are working as intern at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Non Disclosure. You agree to protect the data, the code, the information and any resource which you are in possession as part of your professional engagement with this company. You will not use this information for any other purpose other than what is officially required for completion. You will not share the information with anyone outside the company. You will not copy, reproduce or share the information without explicit instructions from the company directors. If you are found to utilize or share the information with anyone outside the company, that may invite legal action against you including immediate termination of your internship.

Interpretation, Amendment and Enforcement. This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Voluntary Resignation: You agree to continue in the company for a minimum of 6 months during the training/internship failing which company may not issue experience letter or compensation for work performed. After that duration as an employee, you will require to give at least one month of notice if you plan to leave or want to be relieved of your duties from the company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **23rd January 2023**. Upon your acceptance of this internship offer, Megavision Technologies will provide you with the necessary paperwork and instructions.

Sincerely,

M P Desai

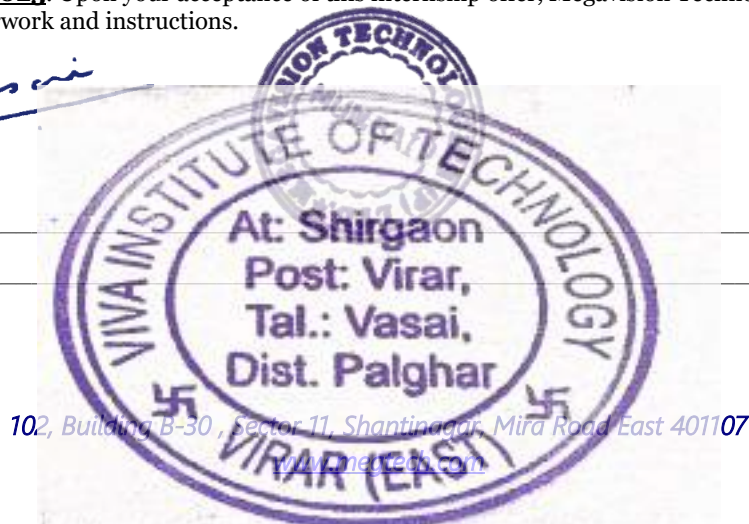
Signatures:

Applicant (Sign)

Date

Applicant (Name)

Place



Date: 2nd May 2023

Mr. Santosh Patro
101, Sai prasad building, pasthal,
boisar, 401506
Mumbai, Maharashtra
patrosantosh007@gmail.com
9762022762

Subject – Letter of Appointment as Software Engineer

Dear Santosh,

Welcome to **Swabhav Venturelabs Services Private Limited.**

We are pleased to appoint you as **Software Engineer** with effect from 3rd May 2023. Your current place of work will be Andheri, Mumbai.

1. Composition and Benefits:

- i. As compensation the company shall pay you a fixed compensation of 3,50,000/- p.a. The detailed breakup is attached as *Annexure*.
- ii. You shall be eligible for leaves, reimbursements, and allowances etc. as per company policies.
- iii. The company shall be entitled to make deductions from your salary for Income tax or any other tax levied by the government to be deducted at source, recovery of advances or for adjustment of over payment, deduction in salary due to unauthorized absence from duty or any other legitimate deduction.
- iv. Compensation will be reviewed at the sole discretion of the company and shall be based on satisfactory performance of the employee.

2. Nature of the Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time. Apart from your normal job duties explained to you at the time of your joining, you will also be required to carry out other administrative, managerial, supervisory or other functions, if exigencies of the work so require.



3. Working Hours:

Swabhav observes **Five days** work week; from Monday to Friday. Core office timings are from 10:00 am to 7:00 pm. Each employee is required to work minimum 9hr per day.

4. Leave:

You are entitled to Earned Leave, right from your date of joining. Leave is credited @1.75 days for every month of your service on pro-rata basis.

5. Promotion and Increments:

Your progression and increase in salary will depend solely on your performance and contribution to the company. To be eligible to receive salary increment during the salary revision cycle, you should have completed a minimum of 6 months. Salary increments are normally given once in a year.

6. Medical Fitness:

Your appointment, continuation and permanency as an employee of the Company will always be subject to your remaining physically and mentally fit and alert considering the nature of your duties. As and when found necessary, the Management will have the right to get you re-examined from any registered medical practitioner of its choice or a civil surgeon of the area as it thinks fit and proper. The Company reserves the right to initiate necessary actions, including termination of employment, in any of the following situations:

- i. A false declaration of medical fitness by you.
- ii. Being found medically unfit to continue with the job, by a Company appointed medical practitioner. In such an event, you will be given specified time from management to regain your fitness.
- iii. Infectious diseases –in case you acquire any infectious diseases which are likely to be a risk to other employees.

7. Minimum Work Period:

You agree that the Role and Areas of Knowledge as explained earlier, warrant necessary training to you from Swabhav Venturelabs and substantial investment of Time and Efforts to help you perform your role. Discontinuing services from your side would result in substantial losses to Swabhav Venturelabs. Hence you agree to work for a minimum period of two years after 30days from the date of joining.

8. Termination of Services:

- i. After confirmation, the services of the employee are liable to be terminated upon **three month's written notice** on either side or payment of basic salary in lieu thereof, in terms of the contract of employment.



ii. The Management reserves its right to call upon the employee to serve three months' notice period as and when required on the ground of exigencies of the management's needs and requirements. In such an event, the Management would be justified in refusing to accept three months' wages in lieu of notice.

iii. In the event the employee opts for a buy-out option in lieu of serving the three months' notice period, it shall be for the Management to accept or reject the same depending upon the exigencies of business needs and requirements and the decision of the Management in this regard will be final.

iv. Unauthorized absence or absence without permission from duty for a continuous period of 7 week days would make you lose your lien on employment and in such a case, it will be legitimately presumed that you have abandoned the services of the Company. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

9. Confidentiality:

You are expected to keep confidential company information, including but not limited to financial, organizational, work project and/or employee background information, and not disclose to unauthorized persons. You will sign an agreement of Non-Disclosure & Intellectual Property with Swabhav at the time of joining the company. You shall not utilize, disclose or divulge to any person or persons any trade secret or know-how of the management.

10. Other terms and conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Swabhav Venturelabs. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

12. Governing Law

This appointment shall be governed by and interpreted in accordance with the laws of India.



13. Jurisdiction

All disputes shall be subject to Mumbai jurisdiction, and the courts of Mumbai shall have the exclusive jurisdiction to entertain and try any dispute, if raised by you. If any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have wilfully suppressed any material information, you will be liable to be terminated without notice.

14. Bond:

Not complying with either or all of the above clauses would lead to a legal action taken by the organization. The subjected student would also be asked to pay the sum of Rs. 100,000 additionally due to non-conforming of the said agreement.

You shall always maintain in good conditions company's property which may be given to you for official use during the course of your employment and shall return the same to the company immediately or relinquishment of your services, failing which the cost of the same will be recovered from your dues.

You are requested to sign the duplicate copy of the appointment letter as acceptance of the terms and conditions of appointment.

Welcome once again and here is wishing you a great tenure and career with Swabhav

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Sincerely,

A handwritten signature in blue ink that reads 'Mitali Ghelani'.

Mitali Ghelani
HR & Admin

Signed & Accepted

Name:

Date:

Sign:



MEGAVISION TECHNOLOGIES



Dear Ms Pratiksha Pawar,

Congratulations!!

We're delighted to extend this offer of internship with Megavision Technologies Pvt Ltd. Please review this summary of terms and conditions for your anticipated internship and subsequent offer of employment with us.

If you accept this offer, your start date will be **18th January 2023** and you would report to Ajay Mane. Please find below the terms and conditions of your internship, should you accept this offer letter:

Cash Compensation. The Company will not pay you for the first month of your internship. After one month we will review your progress and provide stipend at the rate of **Rs 10000 per month**, subject to clearing the review after the first month of training.

Hours and Compensation. This is a Full-time internship requiring approximately 40 hours per week. The leave policy will be applicable as per all other full time staff.

Employee Benefits. You will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to the staff picnic and other programs. The company do not have any existing group insurance program applicable.

Conversion to Employment. The Company will at the end of internship period offer you full time employment in the company. However such offer will be based on your performance during internship period. The Company reserves the right to terminate internship for just cause (engaging in unlawful activity, sharing company classified information, gross indiscipline or absence from work without notice beyond approved leave periods etc) at any time without notice and without payment in lieu of notice.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. While you are working as intern at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Non Disclosure. You agree to protect the data, the code, the information and any resource which you are in possession as part of your professional engagement with this company. You will not use this information for any other purpose other than what is officially required for completion. You will not share the information with anyone outside the company. You will not copy, reproduce or share the information without explicit instructions from the company directors. If you are found to utilize or share the information with anyone outside the company, that may invite legal action against you including immediate termination of your internship.

Interpretation, Amendment and Enforcement. This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Voluntary Resignation: You agree to continue in the company for a minimum of 6 months during the training/internship failing which company may not issue experience letter or compensation for work performed. After that duration as an employee, you will require to give at least one month of notice if you plan to leave or want to be relieved of your duties from the company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **18th January 2023**. Upon your acceptance of this internship offer, Megavision Technologies will provide you with the necessary paperwork and instructions.

Sincerely,

M P Desai

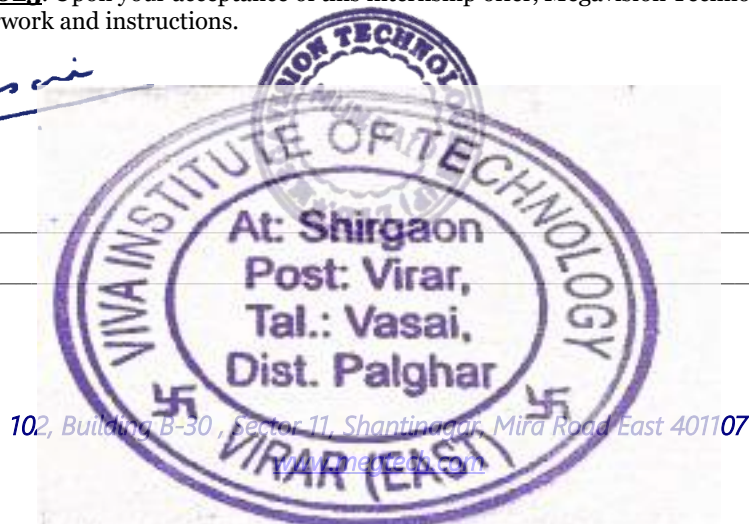
Signatures:

Applicant (Sign)

Date

Applicant (Name)

Place





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

Date: December 27, 2022

Supriya Satyawar Pawar

Letter of Intent

Dear Supriya Satyawar Pawar,

With reference to your interview conducted by us we are pleased to inform that you have been shortlisted for the position of **Associate Consultant** and **B1** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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.

Upon accepting this LoI, you will be provided access to the PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,50,000/- (Rupees Four Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini
Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Supriya Satyawar Pawar

Date: _____



Offer : CC
Ref : CE/HRO/2019-20/334
Date : 28/12/2022

Sub: Letter of Offer and Terms of Employment.

Dear Mr Nikunj Gajanan Pundkar,

Thank you for your interest in exploring career opportunities with C-EDGE Technologies Limited.

We are pleased to make you an offer of employment in C-EDGE Technologies Limited as Assistant System Analyst-Trainee in T1, as per the C-EDGE grade structure.

Your employment posting would be at Mumbai. However, you could be posted anywhere in or outside India, depending upon the Company's requirements.

The terms and conditions of this offer, including benefits, as applicable to you, are detailed below with this letter. Your Gross Annual Salary is detailed in Annexure 1.

Kindly confirm your acceptance of this offer by, proposing the earliest date of your joining in Annexure 2. This offer stands void by the sole discretion of C-EDGE Technologies Limited, if the acceptance is not signed and returned to us within 10 days from the issue of the offer.

You will be required to undertake the pre-employment joining formalities as applicable, should you wish to accept this offer. This offer will be valid subject to your qualifying all the pre-employment joining formalities as applicable for C-EDGE Technologies Limited.

We wish you all the very best for a prosperous and enriching career with C-EDGE Technologies Limited.

Yours Sincerely,
For C-EDGE Technologies Limited

Ms. Cheryl Maria DCosta
Head Human Resources



DATE: 08th Feb 2023

Ref (CS/128/2023)

Siddhesh Santosh Rane

Dear **Siddhesh**,

We are very pleased to offer you the position of Intern with CSism Technologies.
Please find the following confirmation of the specifics of your internship:

Position Title: Web Developer Intern

Start Date: **16st Jan 2023**

End Date: **30th June 2023**

Number of working hours per week: 40 hours per week.

Salary / Stipend: N/A

Reporting Relationship / Team Leader: You will be reporting to Rohit Solanki, Development Manager of CSism Technologies.

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Backend Designing.
- Developing UI for Dynamic Websites.
- Gathering Requirement and analysis of Project.
- Attending weekly working group staff meetings.

Technology Used: Microsoft MySQL, PHP, JavaScript

Office Location: You will be working in our office at B/102, Ambo Patil Estate, Above Canara Bank, Opposite Reliance Digital, Virar (W).

We wish you all the best & Welcome to CSism Family.

For CSism Technologies,



Authorized Signatory





ITDM PRIVATE LIMITED

CIN: U72900MH2022FTC380535

LETTER OF OFFER

Date: 13th Jan 2023

To
Siddhi Raut
Mumbai

Subject: Letter of Offer – Ms Siddhi Raut

Dear Siddhi,

We are pleased to make an offer for the position of “**Intern– QA**” at ITDM Private Limited. You will be entitled for stipend of **INR 15,000** Per month.

Kindly sign and email the duplicate copy of this letter as a token of your acceptance of the offer indicating therein your date of joining. We expect you to join us on 16th Jan 2023.

Please email the below listed documents / details on your day of joining.

- a. One passport size photograph (Recent)
- b. Copy of Pan Card and Aadhar Card.
- c. Educational documents

We look forward to welcoming you on board at the earliest.

Yours faithfully,

Accepted By

Smita Pandit

1/14/2023 | 11:04 AM CST

Siddhi Raut

For ITDM Private Limited

Siddhi Raut





OFFER LETTER

Date : 16.01.2023

Dear Saniya,

Soursop Services is pleased to offer you an internship position in our IT Department as a “business analyst”, with an immediate effect from 18th Jan 2023 as discussed.

Position:- Trainee Business Analyst

Working Hours:- 10am to 4pm (6 Hours)

Working Days:- Monday to Friday (Except office holidays)

Throughout your internship, We will provide you the training and may offer you the opportunities to work with our organisation after completion of your 6 months internship based on your performance. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Regards,



Soursop Services



Offer Letter**REF: T-G/IN/Mum/FRD/Offer/446**

Date: 03/01/2023

Dear Mr.Sohel Shaikh ,

On behalf of the management team at edge CRM, we are very pleased to offer you employment at edge CRM (Tantragyan Technologies Pvt Ltd).

Your employment will commence from **9th January 2023**. You will have the designation of '**Associate- Software Engineer**' from the date of commencement of your employment.

You will be subject to the detailed terms of the Company's Employment Contract. You will be governed by the rules and regulations of the company that may be modified from time to time, at discretion of the company.

You will undergo initial 6 months of training. During the training period, your agreed salary will be Rs. 8,000 per month.

Probation Period: 6 Months

Please sign and return the scan copy of the offer letter indicating your formal acceptance of employment offered herein.

We look forward to having you join the
Team edge CRM!!

Regards,
Team edge CRM



(Ravindra Warang)

Signature & Date



IV Consultancy Services Private Limited

301, 3rd floor, Prestige Industrial Estate, Bawdi Lane, Marve Road, Malad West,
Mumbai -400 064

Date: 10-01-2023

Sub: Letter of Offer

Dear Mitesh Sharma,

We refer to your recent discussions with us we are pleased to offer you the position of Software Trainee

Your job location is 'Mumbai'. Your date of Joining will be 10th January 2023

You will report to the 'Team Leader'

Your CTC will be Rs 2.04 Lakhs Per annum. The CTC break-up will be given to you after joining.

At the time of joining, please submit copies of the following documents and produce originals wherever required:


- 2 Passport size photographs
- Copy of Educational certificates
- Aadhar Card
- Pan Card & Address Proof.
- Bank Account Details

All the joining formalities and scrutiny of the submitted documentation will be done post-joining. In case, any of the documents submitted are found to be false or misleading, our offer stands canceled.

If you find the above terms of employment acceptable, just revert the mail with confirmation.

For

IV Consultancy Services Private Limited



Hardish Patel (Director)

Authorized Signatory





30th December 2022

Dear **Ms. Deepali Shivde**

It is my pleasure to extend the following offer of employment to you on behalf of **Megavision Technologies (P) Ltd.**

Title: Software Developer

Reporting Relationship: The position will report to: **Mr. Maharshi Desai**

Base Salary: Will be paid in monthly installments of **Rs 12000/-**, which is equivalent to **Rs. 144,000/-** on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

Bonus (or Commission) Potential: Effective upon satisfactory completion of the first 90 days of employment, and based upon the goals and objectives agreed to in the performance development planning process with your manager, you may be eligible for a bonus.

Benefits: The current, standard company health, life, disability and dental insurance coverage are generally supplied per company policy.

Vacation and Personal Emergency Time Off: Vacation is two weeks on an annual basis. Personal emergency days are generally accrued per company policy.

Expenses: Spell out any moving or other transition expenses the company will pay.

Start Date: 02th January 2023

You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and **Megavision Technologies (P) Ltd** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Megavision Technologies (P) Ltd.**

If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

Signatures:

(For Megavision Technologies (P) Ltd)

Ms. Deepali Shivde

Date: 02/01/2023

Date: 02/01/2023

B-32/102, Amrapali Co-op Hsg. Society, Sector 11, Behind TMT Bus Stop, Mira Road (E), Thane

Tel no. 022-28104128, Website: www.megatech.com





Finoux Solutions Pvt Ltd
Plot No 36-A, 1st Floor, Unique Mechanical Works Building, Opp.
Apollo Industries Estate, Mahakali Caves Road, Andheri East,
Mumbai - 400093 Tel : +91 -022-49059999
CIN NO:- U72900MH2013PTC239235

15-Feb-2023

00499

Ms. Shrudhi Babu,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as **"Associate Software Engineer"** with Finoux Solutions Private Limited. From 15th Feb 2023.

01. PLACE OF POSTING:

Your posting initially will be done at our head office However, during employment with the Company, you may be posted / transferred to any of the offices/ projects/ divisions /departments/ units of the Company or any of the Group companies, clients, associates or affiliates either existing or to be set up anywhere in India or abroad, as per the rules framed by the company, with or without any additional remuneration. It will be mandatory for you to work from the deputed place only.

02. SALARY & ALLOWANCES:

Your Annual CTC will be **Rs. 02, 61, 600/-, (Rupees Two Lac Sixty One Thousand Six Hundred only)** annual cost to the company which will be liable for Tax deduction if any. You will be governed at all times by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites. Further, the company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies without prejudice.

03. COMPENSATION PROGRESSION:

Future increase in your compensation and future prospects in the company shall entirely depend on your performance, efficiency, hard work, and regularity in attendance, sincerity, good behavior and conduct and such other relevant factors and the Company's performance. Your CTC structure includes payment of all present working days.

04. Working Days and Time

Employee working at client side need to work according to time zone and working days as per the client working environment. If you work on any of the official holiday declared by client will be consider as comp off which you can utilized with six month of time span .

05. PROBATION / CONFIRMATION:

Permanent hired employee will be on probation for a period of six months from the date of your joining. Confirmation will be provided on the basis of performance evaluation. Unless confirmed in writing, you will continue to remain on probation. During the probation period, your services are liable for termination at any time without any notice in writing or payment in lieu thereof.



The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

In case employee resigns from its services in between probation period employee need to serve Forty Five days notice period. In case of Contract hired employee if resigns between contract period they need to server Forty Five days notice period. However, in event of your resignation, the company in its sole discretion will have an option to either accept or reject the resignation and can also relieve you prior to completion of the stipulated notice period of Forty Five days without any pay in lieu of the notice period.

If you discontinue your employment services without serving your official notice period you will not be entitled to any pay, claim, damage, compensation or any other payment on that account.

06. Annual performance evaluation and appraisal:

Employees who have completed 12 months in the preceding month (June from the appraisal year) will be eligible for consideration of Salary Revision.

However, a 3 month grace period is allowed. Hence the employees who have joined and have completed more than 9 months (it should be compulsory more than 9 months) in the preceding month, June, will be eligible for Salary Revision based on the individual performance .

Existing employees who have resigned and are serving their notice periods during the month of May/June will not be eligible for Salary Revision in July.

Employee who taken maternity leave during or taking maternity leave during the annual appraisal process will not be liable for Salary Revision in July.

07. Leaves Policy:

During the probation period Permanent hired employee or contract hired employee during the contractual period will not be liable to get any casual leaves or sick leaves by the company.

Employee after confirmation in writing will be liable to get casual leaves and sick leaves base on his and her date of confirmation in writing.

Confirm employee will be entitled to enjoy 24 days of leaves in a calendar year. The structure of these 24 leaves is mentioned below.



Employees who resign and would have availed more than allocated leaves for the Leave Period, then the leave calculation will be done on actual pro rata basis. The same shall be deducted during the time of full and final settlement.

Leaves can be allocated after **confirmation of employee** from the date of confirmation in written. For new employees, leave entitlement will be calculated pro-rata based on number of **months remaining in that current calendar year**

Total 24 leaves will be divided as 12 casual / 12 sick leave

6 casual leaves will be available @ the Beginning of Half Year Leave Period. **(Jan –Jun)**

Balance 6 casual leaves will be available @ the mid of Half Year Leave Period **(July – Dec)**

6 Sick leaves will be available @ the Beginning of Half Year Leave Period. **(Jan –Jun)**

Balance 6 Sick leaves will be available @ the mid of Half Year Leave Period **(July – Dec)**

Monthly one each casual and sick leave will be allocated

Pending casual or sick leaves will not be carry forward for any quarter of the leave year same **will get laps**. While one is entitled to utilize this leave, it is advised that it should not be misused.

Sick Leave.

Absence from work due to sickness is termed as Sick Leave.

Employees are entitled to 12 days (Jan to Jun- 6 , July to Dec – 6) of Sick Leave in calendar year and leave entitlement will be on a bi-monthly basis. For new employees, leave entitlement will be calculated pro-rata based on number of months remaining in that current calendar year.

Sick Leaves for two days at a stretch should be supported by a Medical Certificate also Sick Leave cannot be clubbed with any other leave. Sick Leave can either be prefixed or suffixed with weekly off or public holiday but not both.

Employees cannot encash or accumulate Sick Leave any un-availed Sick Leave balance at the end of calendar year will lapse. Employees can avail of half day sick leave. While one is entitled to utilize this leave, it is advised that it should not be misused.

07. DUTIES AND RESPONSIBILITIES



- I. Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, integrity, efficiency, lead & economy and encourage & motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- II. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or otherwise except with the prior written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- III. You will be required to perform as per the requirements of the company and achieve such standards as may be prescribed in line with industry standards or global benchmarked norms. Inability, failure or refusal to achieve the targets or performance requirements may lead to termination of the employment contract without notice or notice pay in lieu of notice.
- IV. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- V. You shall neither divulge nor give out any information to any person during the period of your service or even afterwards by word of mouth or otherwise, including but not limited to, particulars or details of our products/services technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- VI. 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 the Company to perform the service. Your obligation to keep such information confidential shall remain even on termination or expiration of this employment.
- VII. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our 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 Latter's Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall

accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole



beneficiary thereof.

- VIII. You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor 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 previous sanction of the Company or those in authority over you.
- IX. 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 assess 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.

06. TERMINATION OF SERVICE:

- I. You will automatically retire from the service of the company on attaining the superannuation age of 58 years on provided information.
- II. If we found any discrepancy in and documents by you or discrepancy in any background or employment verification your services are liable to be terminated without any notice and you will not be entitled to any pay, claim, compensation or any other payment from company.
- III. Regularity in employment and punctuality at the work place is a condition of service. You cannot stay away from work without intimation or authorization. If you absent yourself without approved or inform leave for 3 days or remain absent without informing for more than 3 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice and you will not be entitled to any pay, claim, compensation or any other payment from company. unless you: Give an explanation to the satisfaction of the Management regarding such absence. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.
- IV. Uninformed or unapproved absence from your services on continue or repetitive basis if found will make management to take necessary action against you which also may result in termination of your services without any notice or notice pay in lieu of notice or any pay to that matter. Your services are liable to be discharged honorably without any notice or notice pay in lieu of notice.
- V. Your services are liable to be terminated without any notice or salary in lieu thereof in case of performance issue, misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.



- VI. For confirmed or contract hired employees services can be terminated or you can resign by giving notice of Forty Five days on either side for separation. During this period of Forty Five days you shall not be entitled to avail any paid leaves except for declared public Holidays by company. However, in event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of Forty Five days without any pay in lieu of the notice period.
- VII. Company can release full and final to employee after forty five days or sixty days only after compilation of notice period, handover and exit formalities in suggested way.
- VIII. If any employee whether permanent or contract service ends his/her employment service without serving notice period it will be consider as abscond case or considered as having voluntarily abandoned its employment. In this company is not liable to provide any documents, letter or any pay, compensation in lieu.

07. GENERAL:

- I. You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. 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 specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as

the case may be, prior to the expiry of the agreed period of service referred to herein above.

- I. You will be covered by the Policy, procedures, rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- II. Your appointment and continuation in our employment will always be subject to your being found medically fit and we will have the right to get you examined/re-examined by a company appointed medical practitioner/surgeon whose findings shall be final and binding.
- III. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- IV. 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 on your last recorded address and or email id shall be deemed to have been served on you.

- V. The present designation is subject to change depending upon work assignment from time to time.
- VI. You shall be required to sign and abide by the Policies, Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- VII. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

Any dispute arising out of this Appointment will be subject to jurisdiction of the city of Mumbai only.

Please sign the duplicate copy of this appointment letter as token of your acceptance of Employment on the above Terms and Conditions.

Sincerely,
For Finoux Solutions Private Limited
Namrata Bisht
Human Resource Department



Internship Offer with Novus Logic

Date: - Apr 18th, 2023

Aditya Singh,
+91 8356809401

Dear Aditya,

I am happy to welcome you to Novus Logic as a **Web development Intern**. At Novus Logic, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with Novus Logic.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Hiten Mehta

Proprietor



Internship Offer with Novus Logic

Annexure A

You shall be governed by the following terms and condition of service during your internship with Novus Logic, and those may be amended from time to time.

1. You are being hired as a **Web development Intern** and Mr. Hiten Mehta would be your Reporting Manager and Mentor during the internship. As a Web development Intern, you would be responsible for building website using PHP, HTML, CSS, JS or whatever else may be required from time to time.
2. Your date of joining is 20th April 2023 and the duration of the internship would be 6 months. During this time, you are expected to devote your time and efforts solely to Novus Logic work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working for a duration of 6 months. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to Novus Logic will be the intellectual property of Novus Logic. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Novus Logic operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all Novus Logic work/data stored on your Personal Computer to your mentor and delete the same from your machine.



6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. Novus Logic is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Novus Logic stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided Rs 9,000 per month as stipend. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis. The payment is done on 10th of every month.



Appointment Letter

15th November, 2021

Name: **Mr. Vishal Singh**
Mumbai

Dear **Mr. Vishal Singh**,

Further to your Interview and subsequent discussion, we have pleasure in giving you this letter of appointment, setting out the details of your employment with our company.

Your employment terms and conditions are as listed below:

Appointment:

You are being appointed to the position of **Support Executive**. This appointment takes effect from your date of joining which shall not be later than **15th November, 2021**.

Compensation

- Your current **Fixed** Gross salary will be **Rs 2.04 lacs** per annum as per the attached **Annexure A**.

Your Gross Salary includes all statutory allowances such as Provident Fund, Medical etc. These allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter. Basic Salary will be applied for benefits calculations such as retirement benefit and others coming in future. It is at the sole discretion of the management. Your total remuneration will be payable in twelve equal monthly installments. You will be responsible for all tax liabilities arising out of payments pursuant to your employment with the Company.



THIS EMPLOYMENT AGREEMENT made at Mumbai on this day, **Tuesday, October 18th, 2022** between **Headstrait Software LLP** (hereinafter referred to as Headstrait or Firm) - a body corporate constituted under the Limited Liability Partnership Act 2008, and having its Registered Office at Office No.6B, 6th Floor, D Building, MBC PARK, Kasarvadavali, Ghodbunder Road, Thane (W) 400615 of the First Part and **Ms. Riya Pravin Suvarna , D/O Mr. Pravin Narahari Suvarna** residing at **A/01 Ground floor, Jeevan Chetan CHS, New link road, Nallasopara East (401209)**- (hereinafter referred to as “Employee”) of the **Second Part**. WHEREAS Headstrait, which is a Software firm and is involved in the business of developing, testing, maintaining, and supporting software applications.

WHEREAS the Software Development techniques and development of software applications end-to-end can be acquired mainly through special training including on the job training (Apprenticeship) during service in the Firm or with one of its clients, such trainings involves an investment by the Firm of at least Rs.1 Lakh (One Lakh only) including costs both direct and indirect, financial and unliquidated, related to faculty, curriculum development, server infrastructure, computer techniques, cloud infrastructure, time, support facilities, while Employee is in training, IT IS NOW HEREBY AGREED AS UNDER:

1. Employee will join Headstrait on **November 01, 2022** and will be designated as Full Stack Developer (Apprentice).
2. Employee agrees to serve the Firm for a minimum period of **24 months**, which is the term of this employment agreement.
3. During the Employee’s Apprenticeship Period, Headstrait will pay the Apprentice a monthly stipend of **Rs. 10,000/- (Ten thousand Rupees Only)**
4. After the Apprentice period, which is typically upto a year to complete, Employee will be designated as a Full stack developer.
5. As a Full Stack developer, Employee will be paid a total annual compensation of **Rs.6 LPA (Rs. Six Lakhs per annum)**. This package includes a fixed compensation of **Rs.5 LPA (Rs. Five Lakhs per annum)** and variable (performance based) incentive compensation of **Rs.1 LPA (Rs. One Lakh per annum)**.



6. Employee will be eligible for increment and performance based incentive compensation at the beginning of every financial year starting April 2024.
7. Employee undertakes to serve Headstrait at its Mumbai office or any of its Branches/ Offices or its Client Offices to which he/she may be transferred / placed or from Employee's home (as agreed with his/her manager).
8. Employee agrees not to take employment with any other person, firm or company or be a freelancer during the period of employment with Headstrait.
9. By way of guarantee for due performance of all the terms and conditions contained in the Agreement during the period of the agreement, Employee agrees that if he/she decides to leave or resign from Headstrait in violation of terms of this agreement, Employee will pay the Firm Rs.1,00,000/- (Rupees One Lac only) in addition to all stipend earned during their apprenticeship period as reimbursement of training costs incurred by the Firm for providing on-the-job training with pay and give 3 calendar month's written notice to Headstrait.
10. Employee acknowledges that he/she has had an opportunity to consult with an advocate / attorney concerning the meaning, import, and legal significance of this Agreement, and has read this Agreement, as signified by Employee's signature hereto, and is voluntarily executing this Agreement.
11. Headstrait shall have sole discretion in the event of any dispute or disagreement over the interpretation of any of the terms herein above or any claim of liability of any part.
12. The apprenticeship period plus the first 3 months of employment as a Full Stack Developer will be the probationary period. During this probation if the Employee is unable to meet the requirements of the role, Headstrait may terminate this Agreement and Employee's employment at any time.
13. Post the above Probationary period, if Headstrait decides to terminate the Employee for any reason, it shall give the employee 3 (three) months' notice in writing, and may at its discretion, pay salary in lieu of the three-months' service during the notice period and waive any Employee commitment for the remainder of the service requirement.





Address for the purpose of service:

All communications between Employee and Headstrait shall be deemed to have been effectively served if addressed to the addresses stated above for the Firm and Employee or via email.

Any change in the above addresses of any of the concerned parties shall be intimated to the other parties by the party whose address has changed within a period of seven days of such change. If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties.

Employee Affirmation

By signing this agreement, I undertake that I am entering into this agreement of my own free will. No one, including Headstrait Software LLP, has exerted any undue pressure or influence on me in this regard. I have had reasonable time to determine whether entering into this agreement is in my best interest.

Employee Signature

Name: Riya Suvarna

Date: 19-Oct-2022

Accepted for and on behalf of
Headstrait Software LLP

Name: Anushree Kumar

Title: HR/ Administrative Officer

Date: 18-Oct-2022



Office No. 6B, 6th Floor, D Building, MBC PARK, Kasarvadavali, Ghodbunder Road,
Thane (W) 400615

MEGAVISION TECHNOLOGIES



Dear Ms Neha Tiwari,

Congratulations!!

We're delighted to extend this offer of internship with Megavision Technologies Pvt Ltd. Please review this summary of terms and conditions for your anticipated internship and subsequent offer of employment with us.

If you accept this offer, your start date will be **2nd January 2023** and you would report to Ajay Mane. Please find below the terms and conditions of your internship, should you accept this offer letter:

Cash Compensation. The Company will pay you a starting stipend at the rate of Rs 12000 per month, payable in accordance with the Company's standard payroll schedule, beginning **2nd Jan 2023** and you will receive your first payment by **7th Feb 2023**. This stipend will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Hours and Compensation. This is a Full-time position requiring approximately 40 hours per week. The leave policy will be applicable as per all other full time staff.

Employee Benefits. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to the staff picnic and other programs. The company do not have any existing group insurance program applicable.

Conversion to Employment. The Company will at the end of internship period offer you full time employment in the company. However such offer will be based on your performance during internship period. The Company reserves the right to terminate internship for just cause (engaging in unlawful activity, sharing company classified information, gross indiscipline or absence from work without notice beyond approved leave periods etc) at any time without notice and without payment in lieu of notice.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. While you are working as intern at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Non Disclosure. You agree to protect the data, the code, the information and any resource which you are in possession as part of your professional engagement with this company. You will not use this information for any other purpose other than what is officially required for completion. You will not share the information with anyone outside the company. You will not copy, reproduce or share the information without explicit instructions from the company directors. If you are found to utilize or share the information with anyone outside the company, that may invite legal action against you including immediate termination of your internship.

Interpretation, Amendment and Enforcement. This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Voluntary Resignation: First six months will be as a trainee/intern and you will be reevaluated after training period. As part of commitment, you agree to continue in the company for a minimum of 6 months during the training/internship failing which company may not issue experience letter or compensation for work performed. After that duration as an employee, you will require to give at least one month of notice if you plan to leave or want to be relieved of your duties from the company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before **31st December 2022**. Upon your acceptance of this internship offer, Megavision Technologies will provide you with the necessary paperwork and instructions.

Sincerely,

M P Desai

Signatures:

Applicant (Sign)

Applicant (Name)

Date

Place





Offer Letter

20th March, 2023

Nidhi Rambali Tiwari
Mumbai

Dear Nidhi,

This has reference to your application for a suitable post and your subsequent interview with us.

We are pleased to offer you the position **Software Engineer** in our organization. You shall be on probation for a minimum of six months, after which you shall be confirmed upon satisfactory performance review.

You will be entitled for Annual CTC of **Rs 7,00,000/- (Rupees Seven Lakhs Only)** per annum. The breakup of this salary is attached herewith. Apart from the salary you will be entitled for the reimbursement of official mobile expenses, as per company policy.

Please return the duplicate copy of this letter duly signed by you as a token of acceptance of Offer. The detailed appointment letter shall be issued to you on submission of relevant Documents to the HR Department.

Please share your resignation acceptance mail / intimation with us within 5 working days from date of offer.

This offer is valid subject to positive verification of your employment and credentials.

For Clover Infotech Pvt Ltd.,

for

Elizabeth Paul
Senior Vice President – Human Resources

Confidential



Date: 17-Nov-2022

Pankaj Tiwari

RE: LETTER OF OFFER OF EMPLOYMENT –*Software Developer Intern*

Dear *Pankaj Tiwari*,

Following our recent discussions, we are delighted to offer you the position of *Software Developer Intern* with *JForce Solutions*. *Our Organization* is one of the fastest growing Cloud Solution Provider. If you join *Our Organization*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the Offer Details, terms and conditions we are proposing.

Title: *Software Developer Intern*

Start date: 18-Nov-2022

Salary per month first 3 months of internship: INR. 15,000/- per month

Salary per Annum First Year post internship: INR. 20, 000/- per month

Salary per Annum Second Year: INR. 30000/-per month

Salary Breakup:		
Components	Per Annum (INR)	Per Month (INR)
BASIC	72,000	6,000
HRA	36,000	3,000
CONVEYANCE	19,200	1,600
MEDICAL ALLOWANCE	15,000	1,250
SPECIAL ALLOWANCE	37,800	3,150
Total Earnings	1,80,000	15,000

Hours of work: 9 am to 6 pm OR 10 am to 7 pm (5 Days a week). Hours of work may be altered based on Client needs

Probation:

It is understood and agreed that the first 180 days of employment shall constitute a probationary period during which period the Employer may, at its absolute discretion, terminate the Employee's employment, for any reason without notice or cause. For first 180 days of probation, you will be required to work 6 days a week.

Performance Reviews:



The Employee will be provided with a written performance appraisal at least once per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

Leaves:

1. National Holidays as observed by Client if deputed at customer location, or as per Organization Leaves for National holidays and Festivals
2. 15 paid leaves that includes 10 Causal Leave and 5 Medical Leave per year

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with rules set by our Organization as below.

- You cannot resign within 2 years from Job Start Date mentioned above.
- Post 2 years of service, you can resign and will be released from Services after serving notice period of 90 days
- Organization can opt to release you early in case of no impact on Business
- If you wish to resign within 2 years of Service, you will need to pay organization a bond amount of 3,00,000/-INR
- Experience letter after resignation will be provided only after you sever required notice period as mentioned above.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



Trupti Thakre
HR Head
JForce Solutions

With the signature below, I accept this offer for employment and agree to join JForce Solutions on start date mentioned in Offer letter.

Name

Date



Date: 16th November 2022

To,
Mr. Saurabh Upadhyay.

Internship Offer

Dear Saurabh,

On behalf of Kailasa Analytics & Services Pvt Ltd. We are pleased to extend you this offer of temporary employment as an Intern - IT, reporting to Manish Sharma. If you accept this offer, you will begin your internship with the Company on 2nd January 2023 and will be expected to work 6 days per week.

You will be paid Rs. 8,000/- as a stipend on monthly basis. As an intern you will be receiving "Temporary employment" status. Kindly send the signed copy as an acceptance of this offer letter.

As a temporary employee, you will not receive any of the employee benefits (PF, ESIC, TDS, Insurance, Incentives) that regular Company employees receive.

Your internship is expected to end in 6 months. After completing your internship, you will be presented with an experience letter. And if performance is up to the mark, you will be offered full time opportunity with us.

After you complete your internship, you shall return all the company documents and materials belonging to the company that you have in your possession. I hope that your association with the Company will be successful and rewarding.

Kindly send a signed copy of this offer letter as a confirmation of acceptance.

I "Saurabh Upadhyay" have read and understood the above terms and conditions and agree to join the organization on the said date.

Sign:

For Kailasa Analytics & Services Pvt Ltd



Jitendra Rath
Human Resource Manager



C NVERGENCE IT SERVICES PVT LTD

205, Skyline Epitome, Kiroli Village, Behind Jolly Gymkhana, Vidyavihar (W), Mumbai 400086.

Contact No: (+91) 225136632, 66711475

www.convergenceservices.in

Date: 07-12-2022

Mr. Anirudh Vartak

Subject: Internship Offer

Dear Anirudh Vartak,

On behalf of Convergence IT Services Pvt Ltd, I am pleased to extend to you this offer of temporary employment as a **UI/UX Developer Intern**. If you accept this offer, you will begin your internship with the Company from **02-01-2023**, for **6 months**. You will be paid **Rs. 10,000 per month**.

As an intern, you will receive a “temporary employment” status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay.

You will be eligible for one day of casual leave per month.

Your internship is expected to end on **01-07-2023**.

However, your internship with the Company is “at-will,” which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

Post your internship tenure, we will release an offer letter for a full-time opportunity in our organization with a CTC between 3 LPA to 3.6 LPA, based on your performance.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you



C NVERGENCE IT SERVICES PVT LTD

205, Skyline Epitome, Kiroli Village, Behind Jolly Gymkhana, Vidyavihar (W), Mumbai 400086.

Contact No: (+91) 225136632, 66711475

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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 the conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us via email or in-person on your date of joining. If you have any questions, please do not hesitate to contact me.

For **Convergence IT Services Pvt Ltd,**

Authorized Signatory



CNVERGENCE IT SERVICES PVT LTD

205, Skyline Epitome, Kirol Village, Behind Jolly Gymkhana, Vidyavihar (W), Mumbai 400086.

Contact No: (+91) 225136632, 66711475

www.convergenceservices.in

*This is computer generated document. It doesn't require any signature or authentication.



OFFER LETTER

Dear Soham Waglekar,

I am pleased to offer you the position of Javascript Developer Intern at CosmicStays, starting from February 16. We were impressed with your skills and experience during the interview process, and we believe that you will make a valuable addition to our team.

Your primary responsibilities will include developing and maintaining web applications using JavaScript and associated technologies. We will provide you with the necessary guidance and support to ensure that you succeed in your role.

Your internship period will be starting from 16th February 2023 with a possibility of extension if required. During your internship, either party may terminate this agreement by giving two weeks' notice in writing to the other party. You will be required to work a flexible schedule from home and complete given tasks in time. In return for your hard work, we will be offering a stipend of **Rs. 5000**, which will be paid at the end of the month upon successful completion of timely tasks.

As a Javascript Developer Intern, you will have the opportunity to work on a variety of projects and gain hands-on experience in the field of web development. Our team is excited to have you on board and we look forward to your contributions.

If you accept this offer, please reply to this email confirming your acceptance and indicating your time slot for project setup on your machine today.

We are thrilled to welcome you to the CosmicStays team and wish you all the best for your internship.

Best regards,

Tushar Nangnure,
Founder,
CosmicStays



Offer Letter**REF: T-G/IN/Mum/FRD/Offer/445****Date: 03/01/2023**

Dear Mr.Abhishek Yadav,

On behalf of the management team at edge CRM, we are very pleased to offer you employment at edge CRM (Tantragyan Technologies Pvt Ltd).

Your employment will commence from **9th January 2023**. You will have the designation of '**Associate- Software Engineer**' from the date of commencement of your employment.

You will be subject to the detailed terms of the Company's Employment Contract. You will be governed by the rules and regulations of the company that may be modified from time to time, at discretion of the company.


You will undergo initial 6 months of training. During the training period, your agreed salary will be Rs. 8,000 per month.

Probation Period: 6 Months

Please sign and return the scan copy of the offer letter indicating your formal acceptance of employment offered herein.

We look forward to having you join the Team edge CRM!!

Regards,
Team edge CRM



(Ravindra Warang)



Signature & Date



DATE: 08th Feb 2023

Ref (CS/129/2023)

Atharva Yadav

Dear Atharva,

We are very pleased to offer you the position of Intern with CSism Technologies.
Please find the following confirmation of the specifics of your internship:

Position Title: Web Developer Intern

Start Date: **16st Jan 2023**

End Date: **30th June 2023**

Number of working hours per week: 40 hours per week.

Salary / Stipend: N/A

Reporting Relationship / Team Leader: You will be reporting to Rohit Solanki, Development Manager of CSism Technologies.

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Backend Designing.
- Developing UI for Dynamic Websites.
- Gathering Requirement and analysis of Project.
- Attending weekly working group staff meetings.

Technology Used: Microsoft MySQL, PHP, JavaScript

Office Location: You will be working in our office at B/102, Ambo Patil Estate, Above Canara Bank, Opposite Reliance Digital, Virar (W).

We wish you all the best & Welcome to CSism Family.

For CSism Technologies,



Authorized Signatory





Mansingh yadav <mansingh.yadav@daynilgroup.com>

Confirmation for joining as Java Developer Fresher

1 message

HR DGS <hr@daynilgroup.com>

Thu, Mar 9, 2023 at 4:32 PM

To: Mansingh yadav <mansingh.yadav@daynilgroup.com>, mansinghyadav8585@gmail.com

Dear Mansingh,

Daynil Group Solutions Pvt. Ltd is pleased to offer you as a Java Developer fresher starting from January 10th, 2023. Your reporting manager will be Ms. Prachipriya Prasad.

The reporting time is 10:00 AM.

As discussed, you will be paid Rs. 8500/- month (Including PF) then After completion of six months you will be paid Rs. 13500/ (Including PF) till completion of your work year. After completion of one year you will be paid the CTC of 3 LPA. (Depends on your performance)

Daynil Group Solutions Pvt. Ltd. has the complete right to terminate the employment of the Employee due to any misconduct and/or breach of company policies during this time period. It is also required to sign a service agreement for 2 years of amount Rs. 1Lakh starting from day one.

Congratulations and we are delighted to have you among us.

Shruti Ghodke

Human Resources Associate



T: +91 8668215445

shruti.ghodke@daynilgroup.com

212, Globe Estate, MIDC 1, Dombivli East, Maharashtra



LinkedIn icon



Date: 16th Nov'2022



Offer Letter

Dear: Pradeep Prakash Yadav

This has reference to your interview with us. On the basis of facts mentioned, we are happy to offer you the position of **Dialer Executive** reporting to Manager Operations-Gross Salary **15000/-**.

You are requested to join us on or before **16th Nov'2022**. In case you do not join us as per the date mentioned, this offer will stand withdrawn immediately, without further information to you.

Terms and Conditions:

- Salary will start from the actual date of dialing and Appointment letter will be issued accordingly.
- Training duration can be between 7 days to 21 days depending upon the process you will be assigned to & complete documentation. (Actual Training date will be considered from the day Training starts)
- Leaves are not provided during training period. In case of emergency, approval/info to Trainer/Supervisor is mandatory.
- This offer letter is valid subject to you successfully passing the training and certification process. In case you do not clear the training and certification then this offer letter is deemed to be null and void.
- Your working time would be from 9.30 am to 6.30 pm / 10 am to 7 pm & 6 days working.

Please bring the following supporting documents at the time of joining:-

- Mark sheets of 10th, 12th, Graduation and Post Graduation (if applicable).
- Driving License / Passport/ Birth proof- (for Photo, Address & Birth Identification).
- Appointment Letters (Last Employer), Relieving Letter / Resignation Letter.
- Last two salary Slips.
- Photocopy of PAN (if applicable).
- 6 passport size Photographs.

Kindly acknowledge this letter as a token of your acceptance.

Thanking you.

For Athena BPO Pvt. Ltd.

(HR).

Name: Pradeep Prakash Yadav

I accept the offer:

Sign:





UME INNOVATIONS PRIVATE LIMITED

EMPLOYMENT AGREEMENT: PRIVATE AND CONFIDENTIAL

NAME: VISHAL YADAV

ADDRESS: LOKANATH YADAV CHAWL, HANUMAN NAGAR,
AKURLI ROAD, KANDIVALI EAST, MUMBAI
MAHARASHTRA, 400101

POSITION: JR. SOFTWARE DEVELOPER

REPORTING TO: VARSHA YADAV

START DATE: 24th January 2023

STATUS: Full-time

OFFICE LOCATION: 712 GHANSHYAM ENCLAVE, NEAR LALJI PADA
POLICE STATION, NEW LINK ROAD,
KANDIVALI WEST, MUMBAI,
MAHARASHTRA 400067

712 GHANSHYAM ENCLAVE, NEAR LALJI PADA
POLICE STATION, NEW LINK ROAD,
KANDIVALI WEST, MUMBAI,
MAHARASHTRA 400067

WEB DESIGN AND DEVELOPMENT SOFTWARE SOLUTIONS

Website: <https://umeinnov.in/> | Email: info@umeinnov.in



General terms and conditions

Hours of Work

Specific working hours will be determined by your respective local management. Ordinary hours of work shall be a minimum of 90 hours per fortnight under the provisions of the agreement. The employee must complete a timesheet. The normal hours of the business are weekdays 11.00 am to 7.00 pm and Saturday 11.00 am to 7.00 pm with lunch break of at least 60.00 minutes.

Depending on the needs of your department, you may be required to work outside the official hours for the proper performance and discharge of your duties.

Remuneration:

Your total fixed pay will be INR 102000.00 per annum.

Your total monetary remuneration will be payable in twelve equal monthly instalments on or around the 15th of each month by direct deposit into an account nominated by you.

Salary increments will be granted, subject to funding availability, to employees whose work performance has been satisfactory and who have completed twelve months of employment.

You will be liable for all tax payments and any other imposts as may be levied or assessed on any sums paid and /or other benefits provided to you by the company. Any payment of salary or bonus by, or other sum due to you from the UME INNOVATIONS. shall be subject to any and all withholding and other taxes leviable or payable and the company shall in such case be entitled to deduct or retain the amount of such tax from any sum payable to you.

If, during your employment with UME INNOVATIONS., you become indebted to the company or are overpaid any amount for any reason, the company is entitled to recover the balance from you.

Redeployment

During the period of your employment you may be redeployed to different units of the business to address staffing requirements, taking into account your relevant skills and qualifications. Should this occur, you will receive adequate notice of any roster change.

Probation

The first three months of employment will be probationary period. This may extend by an additional three months where performance standards are not being achieved. During the probation period this contract may be terminated by either party on two weeks notice.

Annual leave

Your annual leave entitlement is 12 days leave for each completed year of employment.

Time of taking annual leave

You must request annual leave four weeks before the date and have your request approved by UME INNOVATIONS. before you go on leave. Where possible, UME INNOVATIONS. will try to grant annual leave for the time requested. However, UME INNOVATIONS. board at its discretion and according to its operational requirements will grant all annual leave.



Sick Leave

a. **Entitlement**

You have an entitlement up to 6 paid days sick leave per year. However up to three days of this entitlement may be taken by you to enable you to be responsible for the care and support of a member of your family. Sick leave entitlements shall not be paid out if not taken.

b. **Notification of absence**

You are required to advise as soon as possible if you are not able to attend work for reason of which you are claiming sick leave.

c. **Proof of reasons for absence**

You may be required at any time to produce a medical certificate, or other proof, detailing the nature of your illness and inability to attend work because of that illness or to enable you to be responsible for the care and support of a member of your family who is genuinely ill.

While on probation period:

1. One Cannot avail any leaves except for weekly offs and listed public holidays
2. No PL/CL will be allowed
3. If an employee takes a leave, a pro-rata amount for the number of leaves taken will be deducted from the salary or it will be treated as leave without Pay.
4. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.
5. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

Corporate Dress

It is our expectation that you wear smart business type clothing which portrays a professional image to our customers.

Performance Appraisal

A performance appraisal will be conducted after probation period and annually.

Code of Conduct

All employees are expected to conform to the staff code of conduct. Failure to do so may result in dismissal.

Confidentiality

As part of UME INNOVATIONS. team, you will receive or be exposed to certain business information which is confidential. UME INNOVATIONS. expects you to keep such information confidential and not disclose it without the approval of UME INNOVATIONS.. Your obligation of confidentiality expressed in this letter shall be a continuing one. You are not to give information or documents relating to your employment to anyone.



UME INNOVATIONS. Property

All UME INNOVATIONS. property, including documents, shall remain the property of UME INNOVATIONS., even though they may be retained in your possession during your employment as a consequence of your employment duties. You must not borrow, lend or possess any UME INNOVATIONS. property unless authorised by the UME INNOVATIONS. to do so. On the termination of your employment, you must immediately return any and all UME INNOVATIONS. property in your possession.

Computer use

Access to email and the internet are provided for business related and educational use only. UME INNOVATIONS. may monitor the use of such media or any other electronics facilities to ensure compliance with this policy. Inappropriate use of these media and facilities will lead to disciplinary action and/or loss of the privilege to access. Engagement in unauthorised commercial activity or the distribution of unapproved advertising using email and/or the internet is not permitted.

Post Employment Restriction

After termination of your employment with UME INNOVATIONS. you are not allowed to work or undertake any work directly or indirectly with UME INNOVATIONS. customers and associates.

Insurance

You shall be responsible for insurance and the cost of insuring the transport of your personal effects on travelling from and to work.

Public Holidays

You will normally not be required to work on the public holidays (as per UME INNOVATIONS. Approved days) as per UME INNOVATIONS. internal policy.

Special Conditions

N/A

This employment agreement constitutes the entire terms agreed upon by both parties and supersedes any prior agreement regarding employment.



Acceptance of Offer

FALGUNI
SAMIR
SHAH

Digitally signed by
FALGUNI SAMIR
SHAH
Date: 2023.05.29
16:36:18 +05'30'

Director

Signed on behalf of UME INNOVATIONS..

Declaration of Agreement and Acceptance

I, Vishal Yadav have read and understand, agree with the terms and conditions accept this contract of employment with UME INNOVATIONS. I wish to accept this employment and agree I will retain as confidential any information kept by the UME INNOVATIONS. or information otherwise obtained while carrying out normal duties with the UME INNOVATIONS. I will endeavour to perform my duties in a professional, ethical and co-operative manner, and will support my fellow staff members.


Employee Signature

24/01/23
Date



Private and Confidential

16th September 2022
Ms Darshana Dodekar

India

Dear Darshana,

Sub: CONFIRMATION OF EMPLOYMENT

With reference to the review of your performance during the probation period from 17/06/2022 to 15/09/2022, we are pleased to inform you that your employment is being confirmed as Design Trainee effective from 15/09/2022.

The terms and conditions as per mentioned in your Contract of Employment, NDA will remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a fruitful career with us.

Request to give your acknowledgment on this copy and mail us back.

Yours faithfully,

For, **Finulent Solutions LLP,**



Ankita Bhandari



Darshana Dodekar



PFA revised salary structure

Total Annual CTC213,492

Component	Annual (₹)	Monthly (₹)
Basic	104,268	8,689
Conveyance	10,428	869
House Rent Allowance	41,712	3,476
Medical Allowance	10,428	869
Special Allowance	22,740	1,895
Gross Salary	189,576	15,798
Employer EPF + EPS share	17,748	1,479
Employer ESIC share	6,168	514
Total CTC	213,492	17,791
Deductions		
Employee PF share	17,748	1,479
Employee ESIC share	1,428	119
Professional Tax	2,500	200
Net Salary (Take Home pre tax)	167,900	14,000

Dodekar

Darshana Dodekar





RS HR
Team Solutions
Pvt. Ltd.

To,

Name : Govinda Yadav

Emp ID: RSHRG1656

Letter of Employment

Dear Govinda Yadav ,

We are pleased to offer you employment in our organization **RS HR Team Solutions Pvt Ltd**, situated at **Mumbai as Field Survey**, on the following terms and conditions,

1. The term of your employment shall be valid from **08-Nov-22** You shall report to work on at 9.00 a.m. at **Genesys International Corporation Ltd (73-A, SDF-3 , Seepz , Andheri (East), Mumbai -400096.)**
1. Details of your salary break up with components are as per the
2. Annexure given below.
3. The employment shall be terminable by either party giving **15 Days'** notice in writing or salary in lieu of notice, to the other party.
4. You will, with effect from **08-Nov-22** be deputed by the Company to work at the client's office/ premises at any of their locations, either on-site or offshore.
5. You will be governed by the policies of the client's organization with respect to leave and holidays.
6. In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedure as contained in this letter and the Annexure will constitute the standard employment rules and you are required to read both of them in conjunction.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

RS HR Team Solutions Pvt. Ltd.



Name: Govinda Yadav



Date: _____

Ref.: GET 2022/Civil/TIIC-LT2022179174182389

24th September 2022

Ms. Devanshi Nitin Dhatavkar
VWTCT Viva Institute Of Technology Shirgaon
Contact No. 9082118957

Dear Madam,

Sub: Appointment as Graduate Engineer Trainee

Hearty Congratulations on being selected for the position of Graduate Engineer Trainee through our rigorous selection process. We are pleased to attach the offer of your appointment as GET. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

You are hereby advised to complete the pre-employment medical checkup at the earliest. Please note that your offer of training will be strictly subject to your being medical fit by our Company's doctor.

Your training commences from **10th October 2022** with pre-joining activities on **09th October 2022**. Accordingly, you are required to report at Chennai Head Quarters Office on **08th October 2022**. Your place of posting and joining formalities will be intimated in due course and a detailed email will be sent to you on this separately on receipt of your acceptance of this offer. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to bring the following required documents in original for verification, on the date of your physical joining. Also keep two photocopies of the following documents,

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect. In case of any clarification, kindly contact

HR Name	Contact Number	Mail ID
Mr. Ashwin Prabhu S S	9600543549	ashwinprabhu@lntecc.com
Ms. Gayatri	9600543549	gkshelkar@lntecc.com



Yours faithfully,

LARSEN & TOUBRO LIMITED

Sukendu Dutta

(SUKHENDU DUTTA)

HEAD - TALENT ACQUISITION

TRANSPORTATION INFRASTRUCTURE IC

Ms. Devanshi Nitin Dhatavkar

5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly stipend and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. **Medical Benefits:** You will be eligible for medical benefits in accordance with the Company's Scheme for your cadre.
8. **Leave:** During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
9. **Working Hours:** You will observe the working hours and holidays normally observed by the Department / Location you are assigned to.
10. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
11. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
 - (i). Breach of any of the conditions of this agreement;
 - (ii). Any misconduct on your part;
 - (iii). Failure to carry out any of your duties and obligations;
 - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
12. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.

13. You are to treat the terms of this agreement as confidential

14. You are to treat the following as confidential
- Your salary, allowance and other benefits.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, documents, records, plans and information.



Ms. Devanshi Nitin Dhatavkar

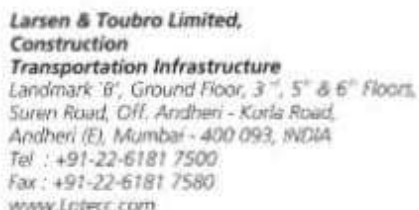
By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.

15. You will keep us informed of your local contact address whenever there is any change.
16. You will be assigned to work in our **Transportation Infrastructure IC**. You will be reporting to **The Project Manager**.
17. We will be intimating you regarding joining formalities in due course. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting. Please note that requests for extension in joining time will not be entertained.
18. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
19. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
20. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit. Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure III**.

21. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
22. The company reserves the right to verify your documents and background through internal or external agencies. These may include your present / previous employment history, educational/professional certificates and other background checks.





23. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

24. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination / retirement / resignation / severance of your contract of employment for any reason, at any time directly or indirectly engage yourself in any capacity in any professional service or employment or be engaged in a business competitive to that of the company within its geographical location where the company does its businesses. You are, however, free to engage in any other business or employment provided your such future engagement is not competitive and such engagement is in compliance of all the terms of your employment contract. We hereby the information disclosed is confidential information and trade secret & Non competition and that of the company.



Ms. Devanshi Nitin Dhatavkar

26. Non-Solicitation and Non-Poaching: You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formal in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates
- Covid Vaccination Certificate

All communications/notices should be addressed to **HR Department, Transportation Infrastructure IC, L&T Construction, 6th floor, Landmark - A, Suren Road, Chakala, Andheri (East), Mumbai - 400093.** Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Graduate Engineer Trainee shall lapse automatically.

Yours Faithfully,
for LARSEN & TOUBRO LIMITED



(CHETANA PATNAIK)
HEAD – HUMAN RESOURCES
TRANSPORTATION INFRASTRUCTURE IC

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.



(Signature)



date: Sep 24, 2022



- Surveys & Positioning
- Geotechnical & Foundation Engineering
- EPC & Construction Projects
- Subsea Intervention & Construction Support
- Marine Terminals & Seawater System Management



Ms. Vaishnavi shinde,
405/11, Swapnapurti Bld,
Thakur Village,
Kandivali East,
Mumbai-400101

17th December, 2022

Sub: Offer Letter

Ms. Vaishnavi shinde,

This is with reference to your interview held; we are pleased to offer you the position of “**Graduate Engineer Trainee**” in our Organization.

As discussed & agreed upon, you will be based at **Mumbai Head office** but can be called upon to operate from project site or any branch office as per the operational requirements.

A detailed appointment letter explaining the terms & conditions of your employment along with your job responsibilities, compensation structure, as discussed & agreed upon during your interview, will be provided to you on joining.

After successful completion of the probation and review thereof, you will be entitled for the benefits whatsoever as per policies of the company.

Please sign the duplicate copy of this letter as a token of your acceptance and send it back to us before closing hours of **18th March, 2022** failing which this offer will stand void. Also offer stands cancelled in case of any deviations in information or if you fail to report to office on or before pre-decided date.

Best Wishes for a fulfilling career

with us. Thanking you,

For Coastal Marine Construction & Engg Ltd

Agreed & accepted

Swapnil Wani
GM - HR & Admin

Vaishnavi Shinde



COASTAL MARINE CONSTRUCTION & ENGINEERING LIMITED

Corporate Office:
C Cube Building, Mira-Bhayander Road
Mira Road (East), Thane 401107
Mumbai, India

Tel: +91 22 6275 6000 | Fax: +91 22 6275 6022 | CIN: U45205MH1995PLC085797 | www.comacoe.com



Salary Annexure

Sr. No.	Earning Head	Per Month (₹)	Per Annum (₹)
1	Basic	7,000	84,000
2	HRA	4,000	48,000
3	CCA	4,000	48,000
4	Other Allowances	0	0
5	Medical	2,000	24,000
6	Conveyance Allowance	1,600	19,200
7	Education Allowance	560	6,720
	Gross Monthly Salary (A)	19,160	2,29,920
8	PF Employer's Contribution	840	10080
	Monthly CTC	20,000	
	RETENTION : (B)		
9	Ex-Gratia (Refundable yearly)	583	
	STATUTORY DEDUCTIONS : (B)		
10	PF (Annually accumulated in PF)	840	
11	ESIC	144	
12	Professional Tax	200	
	Total Deductions	1,184	
	Net Monthly Salary (In Hand) Pre Tax (A-B)	17,393	
	TOTAL CTC	20000	240000
<p>** Ex-Gratia Refund is subject to completion of minimum one year's service.</p> <p>** ESIC,PF & PT deductions are subject to prevailing laws & guidelines, as amended from time to time.</p> <p>** GPA cover as per the company policy</p> <p>** Gratuity applicable, as per the prevailing act</p> <p>Agreed & Accepted</p> <p>Vaishnavi Shinde</p>			





Ref. No: OA/OL/2022/Office/PMC/B/387

Date: 01-03-2023

To,
Ms. Prachi Pralhad Mhatre
Anant Patil Chawl, Shantiniketan society,
Hanuman Nagar, Kandivali (E), Mumbai 400101.
Mob: - +91-8108989593 / +91-7208656593
Email Id: - prachimhatre30112000@gmail.com

Offer Letter

Dear Ms. Prachi Pralhad Mhatre,

- We are pleased to inform you that we hereby offer you an appointment as **Jr. Contracts & Estimation Engineer** from 9th December 2022 in our company.
- "Company" means Nexus Project Solutions Pvt. Ltd.
- We welcome you in our company.
- This offer is subject to the terms and conditions as laid out below.
- As a professional company we expect certain standards to be maintained and certain norms to be followed. From our side we shall provide technical guidance as and when found necessary.
- Six Months period, from the joining date, will be considered as Probation Period for you. During this period, you will not be entitled for "Paid-Leaves".

1. Professional Fee:

Your Professional fee per month shall be Rs.18,000/- as a lump sum amount. The T.D.S. shall be deducted from your monthly Contractual Service charges as per govt. rules. You will not be given any House Rent Allowance / D.A. / E.P.F. / L.T.C. Etc. T.D.S. certificate will be issued to you annually. Your fee will be credited around 15th of each Month.

2. Conveyance:

- a) You will be working in our Corporate Office at Row house No.4, Dheeraj Savera, Opposite Siddharth Nagar, and Borivali (East), Mumbai 400 066. You shall make your own arrangement of traveling to reach the office in office time.
- b) In case due to exigencies of the services you may have to travel to site or to Architects or Consultants or Clients office, you will be entitled to get reimbursement for the expenses made by you for such visits by Auto.
- c) You will have to submit your conveyance reimbursement claim in format given by company, before 7th of every month enclosing all necessary bills/details.
- d) You will be getting the reimbursement by 20th of next month or along with your fee.

3. Mobile:

- a) You will be entitled for limit for usages of mobile as Rs. 200/- per month. Any excess use above this limit shall be deducted from your payments due with the company if SIM is provided by Company else you will be paid said amount along with your monthly Fee.
- b) You shall not switch off/turn off /make not reachable your mobile phones even you are on leave or availing weekly offs. If your mobile is found switched off/unreachable unreasonably, you will be fined for Rs. 500/- for each such instance.
- c) If you happen to lose your mobile due to any instance, you are expected to bring new set within 48 hrs. Failing such act will be considered unprofessional act and may attract fine of Rs. 500/-.

4. Placement:

- a) You will be working in Corporate Office at Row house No.4, Dheeraj Savera, Opposite Siddharth Nagar, and Borivli (East), Mumbai 400 066.
- b) However as and when considered necessary or appropriate you may have to visit the sites being managed by us / client's office for particular work assigned to you. For those instances, transportation etc. will be paid to you as mentioned in para (b) of "Conveyance".

5. Professional commitments:

- a) You are required to report to the duties from 9:30 am to 6:30 pm (including lunch time).
- b) Your daily reporting time will be governed by registering your fingerprints on Biometric Device provided at HO. If your registered time (reporting to duty) is delayed by more than 30 minutes from your scheduled time of reporting at site i.e. 9:30am then your attendance for that day will be marked as Half-Day.
- c) If any day your inputs are not registered on Biometric Device, it will be treated as absent. It is your responsibility to ensure that Biometric Device is working properly and registering your daily inputs. If any malfunction occurs in Biometric Device,



- you need to inform your Admin Head immediately
- d) You shall not wear sandals/chappals when you are visiting at site, without prior permission of Admin-head.
- e) You shall wear helmet while visiting at site to protect yourself. The helmet will be provided by Contractor/Developer/ Company.
- f) No overtime will be paid in any circumstances, as per management policy.
- g) No lunch or dinner allowance will be payable for even late working at office.
- h) Smoking & chewing of tobacco OR consuming alcohol is not permitted at site / nexus office premise. If employee is found guilty of such offence, it will be viewed as an unprofessional act and Management has the right of terminating services for such employees from immediate effect.

6. Annual increment:

- a) The increment will be based on your performance and professional skills contributed.
- b) There is no bar for deserving persons to whom the fee increment will be awarded any time during the year.

7. Diwali Bonus:

- a) Diwali Bonus will be paid equivalent to one-month fee (average fee for the year completed after last Diwali). But this benefit of Diwali Bonus starts for all individuals only after completion of their one year at company. It will be payable to only the individuals who are working in company at the time of issuing the Bonus. If a person has been relieved-from-company/left-the-company, he will not be entitled for the Bonus.
- b) It may be noted that the individuals joined company in the middle of the accounting year, i.e. from Last Diwali to This Diwali, shall be entitled for Diwali Bonus on prorata basis of their service-period, not for full 30 day fee as bonus, while accounting of his Diwali Bonus.
- c) Diwali Bonus is optional to company. If company's financial situation does not allow to issue bonus, company is not bound to issue such bonus.

8. Leave Policy:

A) Weekly offs:

- a) Sundays will be your weekly off.
- b) Saturdays are working till 2.00 pm but it is entirely company's right to change working time for its HO, as per industry norms. No claim and issues will be entertained in regard to office working hours in any circumstances.

B) Leave:

1. During Probation Period:

- a) Our company's policy discourages to take leave of any type other than the weekly off.
- b) Please remember that the company may become concerned for your safety and welfare, if the company does not know the reason of your absence.
- c) In case you are unable to inform to Admin-head, please arrange someone on your behalf to do so.
- d) In case due to the situation arises where in you have to avail leave, you shall inform at least 15 days in advance to Admin-head and get leave sanctioned.
- e) The sanctioned leave period taken by the employee will be deducted from their fee due for that month.
- f) If any Leave is taken without prior approval or without 15 days notice, will attract double pay cut.
- g) All the leaves taken during Probation period, except weekly-offs, will be un-paid leaves and will not be accounted in paid-leaves provided by company.

2. Post Probation Period:

- a) Our company's policy discourages to take leave of any type other than the weekly off
- b) All employees are entitled for 21 days paid-leaves in one financial-year (i.e. from April to March 1.75 leaves will be credited in employee's account every month).
- c) Please remember that the company may become concerned for your safety and welfare if the company does not know the reason of absence of any employee.
- d) In case you are unable to inform to Admin-head, please arrange someone on your behalf to do so.
- e) In case due to the situation arises where in you have to avail leave, you shall inform at least 15 days in advance to Admin-head and get leave sanctioned.
- f) The sanctioned leave period taken by the employee will be deducted from their fee due for that month. Any leave taken without prior permission from Admin-head, will be viewed as "Absent from Duties". You may note that absent from duties, without prior permission of Admin-head, will always be viewed as an unprofessional act and will attract double pay cut for such absence. This pay cut will be implemented on the fee due for the particular month. However, if 3 such stances are observed by administration, management has the right of terminating services for such employees from immediate effect and employee will not be issued any pending dues towards company in any case. Management decision will be final and binding to employee in such cases.
- g) Leave extended without prior permission from Admin-head, will attract double pay cut for such absence.
- h) Leaves taken without prior permission (Absent from duties) for more than 5 continuous days, will be viewed as an unprofessional act and management has the right of terminating services for such employees from immediate effect and employee will not be issued any pending dues towards company in any case. Management decision will be final and binding to employee in such cases.
- i) The leave may be taken from the next day of Weekly off. During the leave period no weekly off will be entitled.
- j) However, in the month of April-May, 21 days shall be paid to the employee, which will compensate the leave payment deducted from his/her fee during last financial-year (after completion of Probation Period) which ultimately resulted as a 21 days paid-leave. But it will be payable to only the individuals who are working in company at the time of issuing the "Leave-Payment". If a person has been relieved-from-company/left-the-company, he will not be



entitled for the "Leave-Payment".

- k) It may be noted that the individuals joined company in the middle of the accounting year, i.e. from 1st April to 31st March shall be entitled leave on prorata basis of their service-period, not full 21 days paid-leave, while accounting of his "Leave Payment". In a financial year total leaves taken by individuals if becomes more than 21 days then every leave taken beyond 21 days will attract double pay-cut.
- l) Leave Payment for the individuals will be start after successful completion of probation period. Leaves taken during probation period will not be paid in Leave Payment. Leaves taken during Probation period will be counted in total eligible leaves of 21 days in any financial year.
- m) Two months paid-leave can be availed by pregnant female employees as company Maternity-Leave Policy. Paid Maternity-Leave benefit will be given to those employees only, who have completed at-least 1 year of service in our company.
Additional leaves availed by pregnant female employees, will not be considered as "Paid-Leave". Also, such paid + unpaid maternity leaves can be availed maximum for 180 days in a calendar year. Any leave beyond 180 days (for any reason) will be considered as "Absent from duties" and will attract double pay deduction, considering it as act of 'Absence from duties unreasonably'. Also, Management has the right of terminating services for such employees if such leaves are found unreasonable by management. Management decision will be final and binding to employee in such cases.
- n) Leave Payment paid in April/May month is optional to company. If company's financial situation does not allow to issue leave payment, company is not bound to issue such benefits.
- o) In a Financial year you are eligible for 4 times "Urgent" leaves only. Any leave taken without 15 days notice in advance will be considered as "Urgent" leave. Any extra "Urgent" leave taken above 4 Leaves will be considered as "Absent from duties" and will attract double pay deduction.

9. Resignation/Termination:

A. During Probation Period:

- a) During your probation period, if your work is found un-satisfactory, company may terminate your services from immediate effect without giving you any notice. In case you want to leave our company at your own during probation period, for your better prospectus or due to any other reasons, you will have to serve our company **ONE-month advance notice** in written, along with your resignation. In case you want to leave our company with immediate effect, you will have to deposit amount equivalent to **ONE-month emoluments** to the company, for the inconveniences by the company due to your abrupt resignation and to arrange alternative appointment in your vacant place.
- b) No Leaves shall be permitted during notice period.

B. Post Probation Period:

- a) In case you want to leave our company for your better prospectus or due to any other reasons, you shall request Admin-head in writing minimum **ONE month in advance** that you would not be able to continue your services with our company and want to leave our company. Settlement of your account will be finalized in next month after adjusting your mobile bills + leave taken. Company will try and relieve you as soon as possible but, in all cases, you may be asked to continue at-least for notice period.
- b) In case you want to leave our company at your own, from immediate effect, you will have to deposit amount equivalent to **ONE month emoluments** to the company, for the inconveniences / sufferings by the company due to your abrupt resignation and to arrange alternative appointment in your vacant place.
- c) Also, in case if you leave the job abruptly, without giving any prior intimation / notice, in that case you will not be entitled to have a claim any outstanding due to the company.
- d) Please note that if it is observed that your services are found un-satisfactory then company reserves all rights to terminate your services by giving **ONE month notice** without giving any substantial reasons.
- e) In case you are being warned by company in writing to improve your skills, attendance, punctuality, coordination with Client or Contractor or Nexus staff but still no satisfactory improvement is observed by the company, your services are liable to get terminated with immediate effect without any further notice period by company. In such case, you will not be entitled to have a claim for any outstanding due to the company, for services provided in "Notice-To-Improve (NTI)" period.
- f) Benefits like Leave-Payment, Diwali Bonus or any other bonus will not be issue in any circumstance prior to its scheduled time i.e. will not be issued to employees leaving company. These benefits are strictly for the employees working in the company on the day of issuing these benefits.
- g) No Leaves shall be permitted during notice period.

10. Duties and Responsibilities:

- (A) During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
- (B) You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
- (C) You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages, license, Company's policies, Company's patterns & Trademark and Company's Human assets profile.
- (D) You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- (E) Any of our technical or other important information which might come into your possession during the continuance of your



service with us shall not be disclosed, divulged or made public by you even thereafter.

- (F) If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, theft, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- (G) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management. If it is found that you have accepted any sort of commission, gratification in cash or Kind, from any person, party or firm or Company having dealing with the company, your services will be terminated immediately without notice and the company will recover the damages from you from your outstanding dues with company.
- (H) This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- (I) You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
- (J) You will be required to promptly inform us of any changes in your personal status i.e. change of address, qualification, marital status etc.
- (K) In case you are found to have committed breach of any of the above-mentioned conditions (from ii to xi), your services are liable to be terminated, and Management decision will be final and binding to employee in such cases. The company will recover the damages from you from your outstanding dues with company & your dues will not be paid at all.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance of all terms and conditions mentioned.

We welcome you to Nexus Project Solutions family and look forward to a fruitful collaboration.

With best wishes,

For **Nexus Project Solutions Pvt. Ltd.**,



Digitally signed
by Ashok Anwala
Date: 2023.03.12
18:26:31 +05'30'

Ashok Anwala
(Admin Head)



LIST OF DOCUMENTS TO BE SUBMITTED IN THE COMPANY

- 1) Signed copy of Biodata & Recent Passport Size Photo.
- 2) Proof of Address ---- [Original for verification]
- 3) Pan Card Copy ---- [Original for verification]
- 4) Relieving Letter from the Last Company ---- [Original for verification]
- 5) Last Salary Slip (Signed copy) ---- [Original for verification]
- 6) All Educational Certificates/Documents mentioned in Biodata ---- [Original for verification]



04th October 2022

To,
Mr. Nikhil Devale
A/201, Siddhi Apartment,
Shree Prastha Complex, 1st Road
Nallasopara (West).
Palghar- 401 107

Sub: Offer Letter for the Post of "Jr. Engineer – QA/QC".

Dear Mr. Nikhil Devale,

With reference to your application and subsequent interview we had with you, we are pleased to offer you above captioned post in our organization with mutually agreed terms and conditions & you will pay monthly stipend of INR 20,000/.

You will join as soon as possible but, in any case, not later than **6th October, 2022.**

The detailed appointment letter with all the terms and conditions shall be given to you after three months on joining the company after evaluating your performance.

Yours truly,

For MAYFAIR HOUSING

Varsha R. Rathod
VARSHA R. RATHOD
MANAGER - HR

I accept

(Mr. Nikhil Devale)



Ref: PECS/HR/613/22

Date: 26th August 2022

MR. UMAIR MULLA
A/301, CHAWRE ARCADE,
STATION ROAD, NALLASOPARA (WEST)
PIN CODE - 401 203.

Subject: OFFER LETTER

Dear **Mr. Umair Mulla**,

This is with reference to your application and subsequent interview had with us, we are pleased to offer you the position as **"Trainee"** in **Civil** discipline.

Your Monthly Cost to Company would be **INR 21,000/- (Indian Rupees Twenty-One Thousand Only)** incl. Statutory Deduction.

Your joining date would be **05th September 2022** and you shall report to at our office at 09.00 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment.

We Request you to bring the following documents at the time of Joining and submit these documents to HR Department on the day of joining our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer
- Copy of Salary Certificate/Last three months' Salary Slip
- Experience Certificate from previous employments
- Address Proof Documents (passport copies / Adhaar card etc.)
- PAN card
- Two passport size photographs

Please acknowledge this Offer Letter as a token of you having accepted the above terms and conditions.

For **PROTON ENGINEERING CONSULTANCY AND SERVICES**


SACHIN DESAI
MANAGER - HUMAN RESOURCE



RECEIVER'S SIGNATURE

May 16, 2022

Hemant C. Masurkar
4, Siddhivinayak Chawl,
Behind Torana Bldg,
Rajendra Nagar,
Borivali East, Mumbai- 400066
Mob: +91 88504 71065
Email Id: hemmasurkar12345@gmail.com

Attn: Mr. Hemant C. Masurkar

Subject: Offer of Appointment

Dear Hemant Masurkar:

This is with reference to your application and subsequent interview you had with us.

We are pleased to inform you that you have been selected for the position of **Design Engineers - Civil & Structures** on mutually agreed terms and conditions.

You are required to join us on or before **May 18, 2023** or a mutually agreed date. The appointment letter will be issued to you on the date of joining.

You are required to submit the following documents prior to your joining:

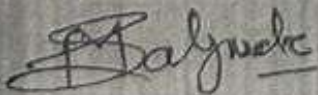
- Proof of Educational / Professional qualification certificates.
- Copy of PAN Card & Aadhar card
- Relieving certificate from the last organization.
- Two passport sized photographs.
- Salary slip / certificate or Form 16, as applicable

You are requested to sign the duplicate of this letter as your acceptance to the above terms.

Please feel free to contact the undersigned for any clarifications

Thanking you

For
YMS Consulting Engineers



Mangesh Balgude
Manager - Admin and HR

Accepted by



Hemant Masurkar



CONCEPTUAL ADVISORY SERVICES LLP

Regd Office: 3, Narayan Building, 23, L N Road, Dadar (East), Mumbai 400 014. Telephone: (022) 43341999
Limited Liability Partnership Identification Number: AAL-7462

REF: CONLLP/HR/OL/2022-23

04th October 2022

MR. NIKHIL BHANSE

Room No.17, Navjeevan Welfare Society,
S.V. Road, Kokanipada, Dahisar (E),
Mumbai
Cell: 9561612201
Email: nikhilbhanse2000@gmail.com

Dear MR. NIKHIL BHANSE,

Sub: Offer Letter

Further to the interview and discussions you had with us, the Management is pleased to offer you an employment in our organization, HR Designation as "Executive" & Functional Designation as "Trainee Site Engineer" with F2 Grade. Your base location will be at our Vasai Branch. Your compensation will be as discussed and agreed at the time of interview, as per the attached annexure.

This offer is valid up to 20th October 2022 by which time you should join us, failing which this offer becomes null and void. A detailed appointment letter shall be issued to you on joining.

This offer of employment is subject to verification of your credentials pertaining to education, work experience, last proof of salary and reference checking. In case any information in this regard is found to be misleading or fraudulent at any future date, this offer is liable to become null and void and/or they may be construed as grounds for initiating disciplinary action to the extent of immediate discontinuation/termination of service.

Please submit the following documents to HR at the time of your joining:

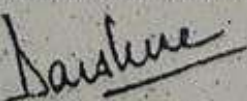
- Certificates supporting academic/professional qualifications.
- Current & permanent Address Proof document. (Ration Card/ Voter's Card/ Passport/Electric Bill)
- Aadhar Card & PAN Card & 2 recent color Passport Photographs (Compulsory)
- Latest salary Pay slip / Salary Certificate/Proof of Employment from present & all previous employers.
- Relieving letter from current employer / accepted resign letter or mail copy.
- Form 16 (OR) Taxable Income Statement duly certified by the previous employer.

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

We wish you all success in your new assignment.

Thanking you,

Yours faithfully,
For CONCEPTUAL ADVISORY SERVICES LLP


DARSHINA MEHTA
HEAD - HUMAN RESOURCES
Encl: As above



Candidate's Signature :

Date of Joining :



RA-Tech
Engineering LLP

AIR ISO 9001 : 2015 COMPANY

Ref: OL/2023/011

To,
Bhushan Rahate,
Room no- 16, 2/3, C Block, V.P Nagar, Dr A.B Road,
Worli, Mumbai 400018
Mo.: +91- 8108847754
Email: bhushanrahate0408@gmail.com

Date: 16th January 2023

SUBJECT: OFFER LETTER

Dear Bhushan,

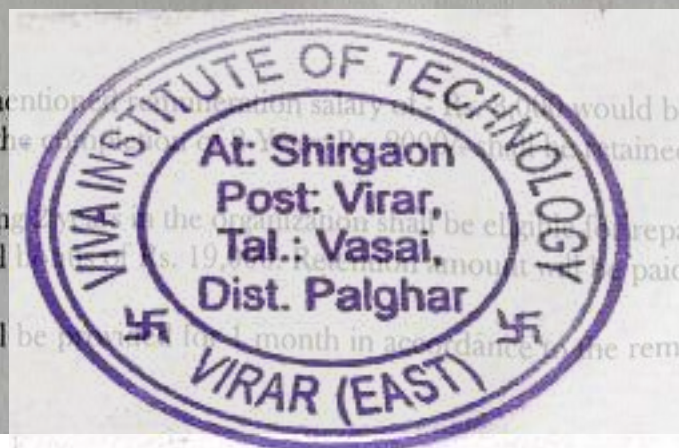
Referring to our discussion and further communication; we are pleased to offer you the position of "Trainee Engineer"; in our Organization under the conditions as stipulated below:

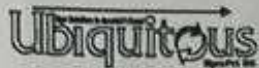
Designation	Trainee Engineer
Gross Monthly Salary	Rs. 15,000 for First 6 Months, Rs. 17,000 after 6 Months and Rs. 19,000 after completion of 1 Year;
Deductions	Income Tax Deduction: As per applicable statutory norms, PF- Employee contribution and Professional Tax.
Reporting Authority	You Will Report to the Project Manager
Joining Date	17 th January 2023. Otherwise, this offer shall remain null & void.
Probation Period	Six months from the date of joining, which will be extended depending on the performance
Notice Period	30 Days written notice is to be given by either the employee' or 'the company' when discontinuing employment.
Leaves & Holidays	Will follow all the rules & policies about annual leaves and holidays of 'the Company'
Reporting Office	Andheri

"The employee" while in the company's employment, either directly or indirectly, will not engage in or be associated with any other business or activity involving his financial gain. If found doing so, the company will immediately terminate the services of the employee'.

Other Terms:

- Out of the above mentioned salary, Rs. 15,000 will be retained For 1st 3 Months, and from 4th Month till the end of 3 months, the remaining amount will be paid back in 2 installments.
- Trainee's completion of 3 months in the organization shall be eligible for repayment of retention amount along with the additional Rs. 19,000. The amount will be paid back in 2 installments.
- On Job training will be given for 1 month in accordance with the remuneration terms mentioned above.





Ref:USPL/TraineeOffer-22-23/006

Date: 17/08/2022

Sub: Offer Letter

Dear PRASHANT JHA,

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 copy, Voter ID card copy, Passport copy)

We look forward to your joining.

Thanking You,

For Ubiquitous Signs Pvt. Ltd.





rajkumar devkar <rajkumardevkar@viva-technology.org>
to ASHISH, abhijitwasave, me ▾

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

From: Pramod Mishra <pmishra@etailedsteel.com>

Date: Mon, 16 Jan 2023 at 6:29 PM

Subject: RE: Recruitment Alert from Detailed Steel Solutions India pvt ltd

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

Hi Raj,

Following students are selected but waiting for the confirmation-

1. Satish Yadav
2. Sumegh Subhash Ambare
3. Vijay Yadav
4. Swapnil Shejal

Thanks

Pramod Mishra



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

Sent: 12 January 2023 16:14

To: Pramod Mishra <pmishra@etailedsteel.com>

Subject: Re: Recruitment Alert from Detailed Steel Solutions India pvt ltd

ok no problem.

Thanks and regards,

Rajkumar Devkar

Training & Placement Officer





MAYFAIR

APPRECIATING YOU

20th October 2022

To,

Mr. Ankit Atkole

A/201, Jivdani Darshan II,

Phoolpada Road, Mama Nagar,

Virar (East),

Palghar-401 305

Sub: Offer Letter for the Post of "Jr. Engineer - QA/QC".

Dear Mr. Ankit Atkole,

With reference to your application and subsequent interview we had with you, we are pleased to offer you above captioned post in our organization with mutually agreed terms and conditions & you will pay monthly stipend of INR 20,000/-.

You will join as soon as possible but, in any case, not later than 01st November, 2022.

The detailed appointment letter with all the terms and conditions shall be given to you after three months commencing the company's attendance and performance.



Dated: 30.01.2023

To,
Mr. Sudhir Suryavanshi
Add: Sai Darshan Niwas , Laxman Nagar,
Kurar Village Malad (East)
Mumbai: 400097
Contact No: 9167993533
Email id: suryavanshisudhir148@gmail.com

Hello Sudhir,

This has reference to our recent interactions with respect to a role in our organisation. Basis our interactions, we are pleased to offer you an appointment as "Jr.Site Engineer " in our firm.

A detailed letter of appointment with respect to the terms of employment would be issued to you on the date of joining. As mutually agreed, you will be joining us on or before "21.01.2023"

By accepting the offer, you are specifically authorising the firm to conduct your background verification to ascertain on your educational, experience and other related testimonials. This offer of employment is solely on the basis of your representation to the firm on your education, experience and other credentials. The firm has right to rescind the offer or terminate in case we find any discrepancy in your background verification before or after joining the firm.

We look forward to have a very long and rewarding association with you.

For Kalpvrkshha Constructions

Authorised Signatory

APPROVED

Salary Structure

Salary
Tee Allowance
Conveyance

At: Shirgaon
Post: Virar,
Tal.: Vasai,
Dist. Palghar

Employee Signature

Rs. 5000/- Per Month
Rs. 600/- Per Month
At Actual

DBM**DBM Projects Pvt. Ltd.**

B/Jan, Dinkar House, Shastinagar
Industrial Estate, Vilela, Santacruz (East),
Mumbai - 400 056, India

Tel. : +91-22-40662228

Web : www.dbmprojects.in
Email : info@dbmprojects.in

CIN : U45618MH1999PTC0773042

OFFER / CUM APPOINTMENT LETTER

Dear Abhidnya Bhoir,

27th Dec-2022

You are hereby informed that you have been selected as the Construction "Project Coordinator" in our organization DBM Geotechnics & Construction Located at our Mumbai office.

Date of Appointment

Your Appointment effective from 01st January 2023.

Cost to company

You will be paid an Annual emolument of Rs **1,80,000/- PA**

Job Profile

Your job responsibilities cover's but will not be limited to;

Work with engineers, Designers etc. to identify the in-depth details of the projects.

- Maintaining and monitoring project plans, project schedules, work hours, budget, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Preparing necessary presentation materials for meetings.
- Determine project changes.
- Developing project strategies.
- Assess project risks and issues and provide solutions where applicable.

We look forward to having you join.

Best Regards,
President DBM Geotechnics & Construction

**At: Shirgaon
Post: Virar,
Tal.: Vasai,
Dist. Palghar**

President
DBM Projects Pvt. Ltd.

VIRAR (EAST)



INTACH

Indian
National Trust
for Art and
Cultural Heritage

F.5- 314/INTACH/SPLA/2022-611

71, Lodhi Estate, New Delhi-110 003
Phone : 2463 1818, 2463 2267, 2463 2269
2469 2774, 2464 1304, 2464 5482
Fax : 91-11-2461 1290
E-mail : intach@intach.org
Website : www.intach.org

20th December 2022

OFFICE ORDER

With the approval of the Competent Authority, Ms Sana Shaikh is appointed as full-time site Engineer/Supervisor with the Architectural Heritage Division of INTACH for a period of 1 year w.e.f. 02.01.2023, purely on contract basis with a probation period of three months. Total Contract period of 1 Year is from 02.1.2023 to 01.01.2024, including probation. She will be paid a consolidated salary of Rs.20,000/-p.m. The salary may be revised based on the performance on completion of probation.

She will mainly be stationed in Mumbai and if necessary, with approval of PD (AH), she will visit Delhi office.

1. Ms Sana Shaikh will work on the GPO, Mumbai and other ongoing works in Mumbai assigned to her by the PD (AH Division).
2. She will report to the Principal Director (Architectural Heritage Division) and Director (Programmes), AH Division on a daily basis.
3. She will attend the sites in GPO from Monday to Saturday. She is entitled leaves as per INTACH norms.
4. She will be paid a consolidated retainer ship fee of Rs.20,000/- p.m. TDS as applicable will be deducted as per Government rules.
5. Expenditure on travel outstation, board and lodging for official work will be met by INTACH in accordance with INTACH rules as applicable to similar contract employees. Other terms and conditions will be governed by INTACH rules as applicable to contract employees from time to time.
6. Her contract services can be terminated by one month's notice from either side.
7. She has no claim for continuation in INTACH after expiry of her contract period.
8. A copy of the Code of Ethics/Conduct Rules is attached. This should be strictly followed.
9. Pleased sign and return a copy of this order as acceptance of this contract

Shaikh

Ms Sana Shaikh,
Permanent Address: At: Shirgaon, Near Pimpri, Kashigaon,
Kashimira, Mira Road (East).
Email: sanashaikh@intach.org



Aggarwal
(V.K. Aggarwal)
Director (Admin)

Appointment Letter

Date: 12.10.2022

To,

Abhishek Sangle

Subject: Appointment Letter for the role of "Junior engineer".

Dear Abhishek,

We are pleased to offer you post of "Junior engineer" in our organization, as per terms and conditions given below:

1. Appointment

Your appointment shall be effective from the date of your joining date, i.e., on 01.11.2022.

2. Comprehensive Compensation and Benefits Plan:

You will receive a total annual compensation of **Rs.2,40,000/- (Two Lakh forty thousand Only)** computed on actual "cost to the company" basis

3. Responsibilities & Job Description

The Company reserves the right to assign the responsibilities and allocate additional functions as per the business requirements. Any such re-designation/re-allocation of responsibilities or re-allocation of job function or additions to responsibilities shall not negate any other portions of the terms and conditions of employment.

4. Probation Period

You will be on probation initially for a period of 6 months from the date of your joining. At the end of the probation period, your employment in the company will be confirmed based on your satisfactory performance. If the performance during this period is not satisfactory, the Company reserves the right to either terminate your services at the end of this six months or extend the probation period for an additional period, as deemed fit by the Company. You will be deemed to be on probation till such a time you are not issued a letter of confirmation of your employment.

5. Transfer and Deputation

You are liable to be transferred deputed to any location, sister concern company, client site etc. as per the business exigencies. You will not take up employment directly or indirectly with the clients during the period of your deputation and two years thereafter.

6. Leave, Mediclaim Policy & Personal Accident Policy

You will be entitled for leave and other benefits applicable to employees after your Probation Period, in force and/or which may be revised from time to time. Any leave taken during the Probation period will result in deduction from your remuneration, and Mediclaim & Personal Accident Policy with immediate effect.

7. Conflict of Interest and Non-Disclosure Agreement

You shall not accept any other employment, part-time or otherwise, or engage in any commercial business or pursue any other business or interest, or act as a director or shareholder in any company or firm, or in any way, directly or indirectly, be associated with any person or persons of the Company's interest, without the prior written approval of the Company. You shall not utilize or divulge to any person or persons any of the Company's confidential information.

Pentacle Corporation India Private Limited

CIN No.: U74140MH2012PTC025001
Regd. Off.: B-102, 1st Floor, Vashishta, Vasai, Palghar - 400072, India
Saki Naka, Andheri (E), Mumbai - 400058

At: Shirgaon
Post: Virar,
Tal.: Vasai,
Dist. Palghar

VIRAR (EAST)



trade secrets or affairs during your employment period or even after that. Towards this, this Letter acts as a confidentiality/non-disclosure agreement with the Company. You are hereby agreeing to sign further confidentiality/non-disclosure and intellectual property rights agreement with the Company.

8. Personal Information

You shall keep the Company informed of any change in your residential address, change in your qualifications and civil status.

9. Notice for separation

During the period of probation, either party can terminate your services by giving 30 days' notice in writing. After confirmation of your employment, either party can terminate this engagement of employment by giving one month's/ three months' notice in writing, depending upon the Job profile with the company. The Company however, reserves its right to terminate your employment by giving one month's salary in lieu thereof. The Company reserves its right to recover an amount equivalent to one month's salary on pro rata basis, if you fail to give the Company required notice of your intention to terminate your employment.

10. Compliance, General terms and conditions

You will be governed by all the rules and regulations of the company in force and as applicable from time to time. You will abide by the terms of your appointment and non-compliance of any of the terms mentioned above. If, at any time, in the opinion of the Company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, molestation, theft, fraud, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the Company, as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.

The above terms and conditions are based on the Company's policies and procedures and other rules currently applicable and are subject to amendment from time to time.

We look forward to a long association with you.

Human Resource Manager,

For Pentacle Consultants (India) Pvt. Ltd.

Acknowledgement and Acceptance

I hereby accept this appointment on the above-mentioned terms and conditions and agree to abide by the rules and regulations of the company as are in force from time to time. The above has been read and understood by me before signing this letter.

Name & Signature: Abhishek Somnath Sangak

Date: 13/10/2022

Pentacle Consultants (India) Private Limited
CIN No.: U74101MH2015000000000000
Regd. Off.: B-100, 1st Floor, Road No. 1, Sector 10, Vashi, Navi Mumbai - 400705, India
Saki Naka, Andheri East, Mumbai - 400058, India
Phone: +91 22 6699 73321 | Email: info@pentacleconsultants.com





KEY-ARCH

LIASONING, CONSULTING & DESIGNING ARCHITECTS.

KRISHNA H. MAKHELA

LETTER OF APPOINTMENT.

Date: 05/11/2022

To,
ER. AMEY PRAKASH MORE
Padmakar Raut chawl,
RP road, Gaothan,
Dahisar (West), Mumbai-68

Dear Amey Prakash More,

This letter is to confirm that we have refer to your recent interview and are pleased to inform that we are offering you the position with our company Key-Arch at Kandivali East, Mumbai, effective from 7th of November 2022 under the Supervision of Licenced Surveyor Shri. Krishna H. Makhela & Ar. Nikhil S. Rathod under following terms and conditions:

Salary: As offered during the interview.

Probationary Period: The probationary period will be of 3 months, after joining the Job.

Working Hours: The working hours to be followed will be 10:00 Am to 7.00 Pm.

At time of leaving the company, you will need to serve a notice period of 1 month as per stated by the present company in the appointment letter.

Thanking You.

Yours Faithfully,
For Key-Arch.

K. Makhela
05/11/2022

S. Krishna H. Makhela
Lic No. M/440/LS



+91 - 022 40169477 (O)

kmakhela@keyarch.in

339, 3rd floor, V. mall, Thakur Complex,
Asha Nagar Road, Kandivali (E), Mumbai - 400 101.

20th March, 2023

Mr. Ajay Vijay Jadhav
At – Vadavali, Post - Uchat
Tal – Wada
Dist - Palghar
Pin - 421312

Sub: Letter of Intent for appointment as Trainee Engineer

Dear Mr. Ajay Vijay Jadhav,

Please refer to your personal interview and further discussions with us on various occasions. It is our pleasure to extend this Letter of Intent to you for the position of **Trainee Engineer** to be hired at our **(Palghar) Mumbai** Project Office and other various projects of NJSEI in India. **Your effective date of joining will not be later than 1st April, 2023.** Your monthly cost to the company will be as per Annexure I.

This letter is an offer of intent and does not constitute a contract of employment. We will soon issue you Appointment Letter after your Joining. We would appreciate if you sign and return a copy of this letter. We understand you will not associate with any other organization involved in similar activities.

We would also request you to provide us with copies of certificates testifying your education qualifications, and details of previous salary drawn on joining.

We welcome you to NJS Engineers India Private Limited and look forward to having you on our team soon! Please feel free to contact us if you have any questions.

Best Regards,
For NJS Engineers India Private Limited



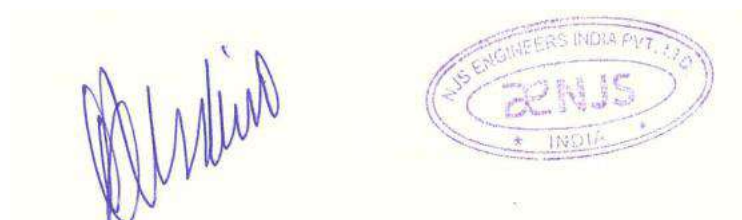
Authorized Signatory
Head- Human Resources
Archana Kumari



Annexure I

Dear Mr. Ajay Vijay Jadhav,

- The monthly compensation will be **Rs.20,000 +2,500** for (Local conveyance per month) CTC only inclusive of all taxes.
- Appointment letter will be issued after your Joining.



Dear Mr. Ajay Vijay Jadhav,

We request you to submit the following documents for completing the H.R and Accounting formalities on your Date of Joining.

1. Two passport size photographs
2. Provident Fund Account Number / UAN (if applicable)
3. Employee Pension Scheme Account Number with previous employer (if allotted a separate one) (if applicable)
4. PAN and photocopy of PAN card (Self Attested)
5. AADHAR Card (Self Attested)
6. Proof of Date of Birth (Birth Certificate or SSC Certificate indicating your Date of Birth)
7. Graduation and Post- graduation Degree Certificates
8. Relieving Letter from your previous employer.
9. Details of your last revised compensation e.g. Pay-Slip from previous employer
10. Form No. 16 from your previous employer/ Salary Certificate (if applicable)

Should you need any further clarifications, please get in touch with us.

