

Mr. Gurpreet Singh
Apeejay Institute of Management and Technical Campus
Jalandhar

22-02-2018

SBIL-Gene-31644

Offer Letter: Senior Associate

Dear Gurpreet Singh,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Gurpreet Singh, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Gurpreet Singh
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Mediciam Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Gurpreet Singh declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Ms. Monika Minhas
Apeejay Institute of Management and Technical Campus
Jalandhar

22-02-2018

SBIL-Gene-31645

Offer Letter: Senior Associate

Dear Monika Minhas,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Monika Minhas, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Monika Minhas
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Medclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Monika Minhas declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Mr. Atul Dev
Apeejay Institute of Management and Technical Campus
Jalandhar

22-02-2018

SBIL-Gene-31647

Offer Letter: Senior Associate

Dear Atul Dev,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Atul Dev, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Atul Dev
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Mediciam Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Atul Dev declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:



EME Technologies

An ISO 9001 : 2008 Certified Software Company

Believe in Quality

SCO 112-113, 4th Floor, Sector 34-A, Chandigarh,

Mobile : +91-95698-06826, +91-92168-78188

E-mail : training@emetechologies.com

Website : http://www.emetechologies.com

Ref. No. EME/HR/2014/21

Dated. 03/10/2013

Mr. Abhishek Duggal

Subject: Appointment for the “Associate Software Engineer Trainee” in
“EME Technologies”

SCO: 112-113, 4th Floor, Sector-34A, Chandigarh.

With reference to your application and subsequent interview held, we are pleased to offer you the post of Associate Software Engineer Trainee as per following terms and conditions:

1. You shall be “ FREE of COST ” for 6 months training period as per rules of the company w.e.f. your date of joining.
2. In addition to your regular duties, in the interest of the Company, you will be required to perform any additional duties assigned by the Director/President or any competent authority of the Company.
3. All original certificates, testimonials and other documents which have been cited by you in your CV will be required to be produced at the time of joining.
4. In case of any dispute regarding your appointment, all disputes are subject to Chandigarh jurisdiction only.


Director

Date: 24th October, 2018

Letter of Intent

Dear **Akshay Kumar**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore **post your final semester exam which will be communicated to you by the Company.**

2. Your compensation on a cost to company basis will be **Rs.303,160** (Details of which you can find below).

Client Acquisition Manager		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **27th October, 2018**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head - HR
CapitalVia Global Research Limited

Mr. Amarjit Aman
Appejay Institute of Management Technical Campus
Jalandhar

07-02-2017

SBIL-Gene-21220

Offer Letter: Executive Trainee

Dear Amarjit Aman,

1. We congratulate you on your selection for the position of **Executive Trainee** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Senior Manager-HR

I, Amarjit Aman, accept the above offer as Executive Trainee in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Amarjit Aman
Designation	Executive Trainee

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Medclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Amarjit Aman declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Amritpal Singh Kaler)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

27-Jun-2018

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Ankit Thaper)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

S. No. 0736

Ref. No. P.N.F./1014/0736
Date: 13 Oct, 2014

OFFER LETTER

TO,
ANKITA MITTRA
APEEJAY INSTITUTE OF MANAGEMENT
JALANDHAR



SUBJECT: OFFER LETTER

DEAR MR/MS **ANKITA MITTRA** REFERENCE THE INTERVIEW YOU HAD WITH US, YOU ARE HEREBY OFFERED THE POST OF TRAINEE DEVELOPER. WITH OUR COMPANY ON FOLLOWING TERMS & CONDITIONS:

1. YOUR APPOINTMENT IS SUBJECTED TO THE SUCCESSFUL COMPLETION OF YOUR ACADEMIC CURRICULUM AND MODULE ASSIGNED BY THE COMPANY (AT THE TIME OF INTERVIEW IN COMPANY PREMISES IN FRONT OF SENIOR PROJECT MANAGER AND COMPANY ADMINISTRATION) AND YOUR APPOINTMENT IS SUBJECTED TO A MINIMUM OF 18 MONTHS ON CONTRACT BASIS.
2. DURING YOUR ENGAGEMENT WITH THE COMPANY, COMPANY WILL OFFER YOU:
(A) 1 MONTH PROBATIONARY PERIOD
(B) AFTER SUCCESSFUL COMPLETION OF YOUR PROBATIONARY PERIOD YOU WILL BE ENTITLED FOR OTHER BENEFITS AS DISCUSSED AT THE TIME OF INTERVIEW (THE SALARY WILL BE INR 1.8 LAC PA)
3. DURING YOUR ENGAGEMENT WITH THE COMPANY YOUR WORKING HOURS WILL BE FROM 9:00 A.M-7:00 P.M OR 7:00PM-5:00 AM (YOU SHOULD BE COMFORTABLE TOWORK IN NIGHT SHIFTS ALSO).
4. THAT DURING YOUR ENGAGEMENT WITH THE COMPANY YOU WILL NOT BE ENTITLED TO WORK WITH ANY OTHER COMPANY OR IN PERSON IN ANY WAY .THIS WILL BE A ONE PERSON ONE JOB STATUS.
5. THAT YOU WILL MAINTAIN THE SECRECY OF THE PLANS, PERFORMANCES, AND OTHER BUSINESS IDEAS OF THE COMPANY.

6. THAT DURING THE PERIOD OF CONTRACTUAL TERMS YOU ARE NOT ENTITLED TO ANY PAID LEAVE. IF FOUND ABSENT WITHOUT ANY PRIOR INFORMATION TO THE CONCERNED AUTHORITIES, YOU WILL SUFFER A DEDUCTION IN YOUR SALARY, CORRESPONDING TO THE NO.OF DAYS ON LEAVE.

7. DURING THE TERM OF THE CONTRACT, YOU CAN NOT LEAVE THE JOB WITHOUT TAKING PERMISSION FROM THE COMPANY IN WRITING. IF YOU BREAK THE CONTRACT AND LEAVE THE JOB WITHOUT TAKING WRITTEN CONSENT FROM THE COMPANY, YOU WILL BE LIABLE TO PAY A COMPENSATORY AMOUNT EQUIVALENT TO 3 MONTHS OF YOUR SALARY AS MENTIONED IN YOUR APPOINTMENT LETTER ALONG WITH INCREMENTS IF YOU HAVE GOT.

8. THAT THE COMPANY HOLDS EVERY RIGHT TO TERMINATE YOUR SERVICES WITHOUT ANY NOTICE OR COMMUNICATION WITHIN 24 HRS, IF YOU ARE FOUND BREAKING ANY OF THE RULES OF THE COMPANY, OR ON YOUR NOT PERFORMING AS DESIRED BY THE COMPANY WITHOUT ANY EXPLANATION. DURING 1ST MONTH YOU WILL BE EXPELLED WITHOUT ANY PRIOR INFORMATION IMMEDIATELY IF YOU FAIL TO DELIVER IN YOUR SPECIALTY \ RESPECTIVE FIELD ON IMMEDIATE REQUIREMENTS OF THE WORK

9. IN CASE OF ANY DISPUTE ARISING DURING YOUR ENGAGEMENT WITH THE COMPANY, THE COMPANY WILL HOLD ALL AUTHORITIES TO DECIDE ON THE MATTER AS PER THE DECISION OF THE BOARD OF DIRECTORS.

10. YOU HAVE TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF JOINING OR BEFORE WHENEVER ASK:-

- ALL ORIGINAL DOCUMENTS TO BE PRODUCED FOR VERIFICATION PURPOSE AT THE TIME OF JOINING WHICH INCLUDES EDUCATIONAL DOCUMENTS (X, XIITH & GRADUATION PROOF)
- PHOTO ID PROOF & RESIDENCE PROOF
- PAN CARD FOR BANK FORMALITIES
- PROOFS OF WORK EXPERIENCE IF ANY

REGARDS,

For (FOR PRANEE TECHNOLOGIES)


SUMIT KUMAR SETHI
(TRAINING & HR MANAGER)

I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ALL OF THESE

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Anmoldeep Kaur Dhanju)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

14-Jun-2018

March 13, 2018

Arun Arora

S/O Som Pal
H.No. 448, New Shastri Nagar
Pathankot, Punjab - 145001

Dear Arun,

Congratulations!!!

We are pleased to offer you a position of “Web Developer - Trainee” at Promatics Technologies Pvt. Ltd., Ludhiana. You shall be on a probation period of six months from the date of joining the company. On completion of probation period and subject to your performance being found satisfactory, you shall be confirmed by a letter to this effect, furnished to you by management. Company reserves the right to prepone, postpone or cancel the joining due to unforeseen circumstances.

Please find the details as below.

Start Date: March 19, 2018

Working Hours: The normal working hours are 9:30 a.m. to 6:30 p.m. with 45 minutes lunch break Monday through Saturday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

Location: Ludhiana

Compensation: INR 7,000/month for initial six months.

Responsibilities: You shall be required to carry out all such duties as may be assigned by Tech Lead/mentor or immediate supervisor from time to time. Your employment will embrace functions, activities, and duties reasonably necessary, incidental, and ancillary to you by the Company. Any change of such capacity and/or such function by Company will not vitiate or otherwise affect the validity of this agreement. You shall be required to comply with all the policies, and guidelines of Promatics. All the policies and guidelines will be shared with you on the day of your joining.

Terms and Conditions: You shall be required to be in employment with company for at least twelve months after your joining. In case of breach of contract, no pending dues and experience certificate shall be provided by the company.

Notice of Termination: In case of unsatisfactory performance or misconduct, Company reserves the right to terminate (immediate) your services at any point of time. No certificates shall be issued in such cases. After completion of twelve months, an employee can discontinue the services but by serving a notice period of minimum 30 days.

You also understand and agree in any case serving at least 30 days notice which can be extended if required, is mandatory to ensure the proper handovers of the projects and other properties of the organization assigned during your employment in order to avoid monetary damages to the company.

Company has all the rights to challenge you in the court of law if you fail to serve 30 days notice to the organization and don't complete the relieving formalities which are required to retrieve all the confidential data, project source code and other properties assigned to you during employment to recover the damage you caused. One may leave the organization without serving 30 days notice in certain cases with mutual agreement of management and employee by paying 30 days of his salary in lieu of 30 days notice.

Perquisites/ Documentation: Scanned copies of following documents need to be sent at hr@promaticsiindia.com within next 2 days after the offer is extended :-

- 1) All academic certificates (Class 10th onwards)
- 2) Degree or provisional degree in case degree not received yet
- 3) Identity & residence proof (Aadhar card or voter id card or passport or any government authorized valid id proof)
- 4) Signed copy of sent offer letter
- 5) PAN card
- 6) Experience certificate, salary slips from all the employers worked with (if any)

Please note that 3 passport size photographs candidate needs to submit on joining day and acknowledge your acceptance of this offer by submitting above said documents.

Please note that your joining with us is contingent upon your furnishing to us bonafide documents and accurate information and will be null and void at the management's discretion if any fabrication is discovered at any point of time.

Regards

Aakash Deep Uppal (Contact no. +91-9876520033)

duly authorized for and on behalf of

Promatics Technologies Private Limited

Candidate's name

Signatures

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Ashima Arora)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

February 06, 2018

Atul

S/O Balraj Kumar
H.No. – 6, Arora colony,
Phase 2, Near Naloyian bypass,
Kakkon, Hoshiarpur - 146001

Dear Atul,

Congratulations!!!

We are pleased to offer you a position of “Business Analyst - Trainee” at Promatics Technologies Pvt. Ltd., Ludhiana. You shall be on a probation period of six months from the date of joining the company. On completion of probation period and subject to your performance being found satisfactory, you shall be confirmed by a letter to this effect, furnished to you by management. Company reserves the right to prepone, postpone or cancel the joining due to unforeseen circumstances.

Please find the details as below.

Start Date: February 21, 2018

Working Hours: The normal working hours are 11:00 a.m. to 8:00 p.m. with 45 minutes lunch break Monday through Saturday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

Location: Ludhiana

Compensation: INR 10000/month for initial six months.

Responsibilities: You shall be required to carry out all such duties as may be assigned by Tech Lead/mentor or immediate supervisor from time to time. Your employment will embrace functions, activities, and duties reasonably necessary, incidental, and ancillary to you by the Company. Any change of such capacity and/or such function by Company will not vitiate or otherwise affect the validity of this agreement. You shall be required to comply with all the policies, and guidelines of Promatics. All the policies and guidelines will be shared with you on the day of your joining.

Terms and Conditions: You shall be required to be in employment with company for at least twelve months after your joining. In case of breach of contract, no pending dues and experience certificate shall be provided by the company.

Notice of Termination: In case of unsatisfactory performance or misconduct, Company reserves the right to terminate (immediate) your services at any point of time. No certificates shall be issued in such cases. After completion of twelve months, an employee can discontinue the services but by serving a notice period of minimum 30 days.

You also understand and agree in any case serving at least 30 days notice which can be extended if required, is mandatory to ensure the proper handovers of the projects and other properties of the organization assigned during your employment in order to avoid monetary damages to the company.

Company has all the rights to challenge you in the court of law if you fail to serve 30 days notice to the organization and don't complete the relieving formalities which are required to retrieve all the confidential data, project source code and other properties assigned to you during employment to recover the damage you caused.

Perquisites/ Documentation: Scanned copies of following documents need to be sent at hr@promaticsiindia.com within next 2 days after the offer is extended :-

- 1) All academic certificates (Class 10th onwards)
- 2) Degree or provisional degree in case degree not received yet
- 3) Identity & residence proof (Aadhar card or voter id card or passport or any government authorized valid id proof)
- 4) Signed copy of sent offer letter
- 5) PAN card
- 6) Experience certificate, salary slips from all the employers worked with (if any)

Please note that 3 passport size photographs candidate needs to submit on joining day and acknowledge your acceptance of this offer by submitting above said documents.

Please note that your joining with us is contingent upon your furnishing to us bonafide documents and accurate information and will be null and void at the management's discretion if any fabrication is discovered at any point of time.

Regards

**Aakash Deep Uppal (Contact no. +91-9876520033)
duly authorized for and on behalf of
Promatics Technologies Private Limited**

Candidate's name

Signatures

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Atul Bhargava)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediciam Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018



Offer: Computer Consultancy
Ref: TCSL/DT20132081928/Delhi
Date: 06/05/2014

Ms. Komal Sachdeva
221, Datar Nagar Rama Mandi Jalandhar Cantt,
Reliance Fresh,
Jalandhar-144007,
Punjab.
Tel# 91-9814102924

Dear Komal Sachdeva,

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 **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,86,002/-** per annum, as per the terms and conditions set out herein.

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

TCS Confidential
TCSL/DT20132081928

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** 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 **₹2,840/-** 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. Conveyance Allowance

You will be eligible for a conveyance allowance of **₹800/-** per month.

3. 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.



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

Performance Pay

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,600/-. 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.

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



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:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to **₹5,000/-** per insured person and hospitalisation expenses up to **₹95,000/-** per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two 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 dependants will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **₹7,00,000/-** 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.

* The above Health Insurance Scheme is subject to revision.



Loans

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

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.

Professional Memberships

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

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 50% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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 in case any discrepancy is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP) at Ignite, Chennai. This formal learning will add value to you as a professional and help you to excel in your career.



Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal. 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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services.

You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing. Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof.

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. However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

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 the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

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 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL **₹50,000/-** towards the training expenditure.

11. Overseas Deputation / International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period 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.

12. 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.

13. 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.

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL **₹50,000/-** in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. 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.



16. 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.

17. 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.

18. 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.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- 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.

- Standard X and XII mark sheets

- Diploma certificate and mark sheets

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport



- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. 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.

21. 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.

22. 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 at its sole discretion.



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**

K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres



GROSS SALARY SHEET

Annexure 1

Name	Komal Sachdeva
Designation	Graduate Trainee
Institute Name	Apeejay Institute Of Management Technical Campus

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,232	62,780
2) Performance Pay		
Monthly Performance Pay	1,600	19,200
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	18,822
TOTAL GROSS	15,126	1,86,002

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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
GROSS BOUQUET OF BENEFITS	5,232	62,780

TCS Confidential
TCSL/DT20132081928

13

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 – 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector –V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 – 66366000 Fax: 033 – 66366001</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>

OFFER COVER LETTER

Date: 11-01-2019

Name: Brahamjot Singh

Location: Ludhiana

OFFER LETTER

Dear Brahamjot Singh,

We refer to your application and subsequent interview with us and wish to inform that we are pleased to offer you employment with IDFC Bank on the following broad terms as follows:

Designation	:	Territory Manager – Consumer Durable Loan
Grade	:	Management Trainee
Compensation	:	As per annexure
Location	:	India>Punjab>Ludhiana>Ludhiana–Feroze Gandhi M
Date of Joining (On or before)	:	15-04-2019 (Tentative)

This offer is subject to satisfactory education, personal & employment reference checks.

Kindly bring together with you the following documents (original and a copy each) relating to you at the time of joining:

1. Address Proof Document (e.g. Ration Card, Passport, and Driving License)
2. Age Proof Document (e.g. School Leaving Certificate, Birth Certificate)
3. Educational Certificates and Mark Sheets of SSC, HSC, Graduation, Post-Graduation, etc.
4. Relieving Letter / Experience Certificate from the previous employer.
5. Appointment Letter of your immediate previous employer.
6. Recent salary revision letters issued by your immediate previous employer
7. Last Pay Slip issued by your immediate previous employer.
8. Income Tax Form 16 (TDS Certificate), if any.
9. Passport Size Photographs (5 numbers).
10. Names and Contact details of 2 References.
11. Income Tax PAN Card.
12. AADHAR Card

Kindly note that you will be issued on joining an Appointment Letter stating your employment terms in further details.

Please Note.

It may be noted that effective 1st April 2019, the Grade, Designation and Compensation Structure offered to you vide this letter may undergo change as a result of the proposed merger of Capital First Limited and its group companies with IDFC Bank. However, such change shall not adversely affect the overall gross fixed compensation offered to you vide this letter.

You are requested to submit the 'acceptance' of your resignation from your Last / Current employer within 1 week (max) post acceptance of this offer, indicating a firm date of joining us.

You are also requested to submit your 'Relieving Letter' / 'Experience Certificate' from your Last / Current employer within 60 days (max) post acceptance of this offer from your organization.

Kindly ensure that your date of joining at IDFC Bank should not overlap with the relieving date at your Last /Current organization.

IDFC Bank Limited expressly disclaims all liability with respect to actions taken or not taken based on any or all the contents of this email.

At any stage of the application or selection process, if any information provided by you, is found to be false, untruthful, or misleading, IDFC Bank reserves the right to take necessary action including termination.

For CTC annexure:

		Compensation Annexure			
Break Up		Monthly	Annual		
<i>Basic</i>		7,071	84,847	Net Take Home Calculation	
<i>Reviewable Allowance</i>		28,283	339,390	Monthly Gross	35,353
Annual Guaranteed Cash (AGC)		35,353	424,237	Deductions	
Retirals				<i>Employees contribution to Provident Fund</i>	849
<i>PF</i>		849	10,182	<i>Profession Tax*</i>	200
Benefits				Net Take Home Before Income Tax	34,304
<i>Gratuity</i>			4,081		
Group Mediclaim for Hospitalization**			11,500		
Cost to Company			450,000		
Indicative Incentive/ Performance Bonus ***			68,800		
Reimbursement Expenses ****					
Mobile		600	7,200		
Conveyance		2,000	24,000		
Total CTC			550,000		

For Benefits:

- Gratuity : You will be entitled to gratuity as per the provisions of Payment of Gratuity Act 1972
- Group Med claim for Hospitalization : You will be covered under the Company Group Med claim Policy for a Sum Assured amount of Rs. 30 Lacs per annum.
- Group Term Life Policy (Death Benefit) : You will be covered under Company's Group Term Life Policy (3 times of CTC or Rs 30 lacs or higher) during your tenure as per the Company policy.
- Group Accident Policy : You will be covered under Company's Group Personal Accident Policy (2 times of CTC or Rs 30 lacs or whichever is higher) during your tenure as per the Company policy.
- Incentive or Performance Bonus*** : Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based pay. This is paid subject to individual team & Company Performance. The Performance Bonus plan will be communicated by your reporting Manager

Note

It may be noted that effective 1st April 2019, the Grade, Designation and Compensation Structure offered to you vide this letter may undergo change as a result of the proposed merger of Capital First Limited and its group companies with IDFC Bank. However, such change shall not adversely affect the overall gross fixed compensation offered to you vide this letter.

Reviewable Allowance comprises of a bouquet of Allowances & Reimbursements to which you can allocate amounts enabling you to structure your reimbursements to the way you would like to receive it.

Employees whose monthly basic is less than or equal to Rs. 21,000/- will be eligible for Statutory Bonus of Rs. 1,400/- per month which will be paid against Reviewable Allowances. Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

*Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

**Mediclaim premium amounts are subject to change based on insurance policy in force.

****Only applicable for identified roles, as per current company policy.

If the employee resigns within one year of joining IDFC Bank Limited, he/she would have to pay back a minimum amount of Rs.1,00,000/- back to the company towards joining and training expenses incurred by IDFC Bank Limited.

Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer.

IDFC Bank Limited

Deepika Mahajan
Head- Resourcing

Offer electronically accepted by: Brahamjot Singh
Offer electronically accepted on: 11-01-2019, 10:55 PM GMT+05:30



11th Dec 2018

Subject: Letter of Appointment

Dear Bhavuk Jain,

This has reference to your application and subsequent interviews you have had with Affligent Pvt. Ltd. We are pleased to appoint you as **Business executive** in its Ad Network function based at Noida Sector 63. Your employment will be governed by the following terms and conditions:

Monthly Gross Salary

You will be paid a monthly gross salary of **Rs. 15000/- (Rupees Fifteen Thousand)** per month.

Working Hours

Your working hours will be 10 am to 7:00 pm as per the current company policy. The company observes a 5 day work week.

Date of Appointment

Your date of appointment as per company records is 11th Dec 2018

Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Probation Period

You will be on probation for a period of **three months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after **three months**, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

Notice Period

On confirmation, this appointment may be terminated by either side by giving **one months'** notice period.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the **Affligent Pvt. Ltd.** family and trust we will have a long and mutually rewarding association.

C-78, Sector 63, Noida, Uttar Pradesh – 201307

info@affligent.com – 0120-4206902 - www.affligent.com



CATALYSTONE/HR/OL/SM/2017-09-07

July 09th, 2017

OFFER LETTER

Ms. Sakshi,

With reference to your Internship (training) with our company, we are pleased to offer you the job of **Associate Software Developer** with our company on the following Terms and Conditions: -

1. The job as per the new role would be effective from **July 09th, 2017**.

2. **Salary and benefits :**

Yearly remuneration (CTC) would be Rs. 238,080/- P.A.

Income Tax will be deducted at source on the salary and perquisites as applicable under the Income Tax Act in force from time to time.

3. **Terms of Employment**

- a. You will be on probation period of three months (can be extended for two months based on your performance) from the date of joining.
- b. Your performance during the probation period would be keenly observed and after successful completion of the probation about which you will be informed, you will be confirmed in service. Also, confirmation will be subject to feedback from your Manager.

The detail of all the terms of employment would be provided to you in the appointment letter which would be given to you at the time of completion of the degree.

Thanking you,

For CATALYSTONE INFO SOLUTIONS Pvt. Ltd


Harpreet Clay
(HR Administrator)

I accept the Terms & conditions of the offer letter and will join on or before the date mentioned above.

(Sakshi Makkar)

CatalystOne Info Solutions Pvt. LTD.

(CIN : U2900PB2012PTC036854)

Regd. Office : E-50, Phase VIII, Industrial Area, Mohali (Punjab) 160071 (INDIA)
Tel : 0172-4005043, Email : coindia@catalystone.com, Website : www.catalystone.com



18th Dec 2017

BIL-NOI/HR/COL/2160

**Arun Arora
H.No.448,
New Shastri Nagar,
Pathankot, Punjab**

Sub: Conditional Offer Letter for participating in a training program with Bhilwara Infotechnology Ltd

Dear Arun,

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with **Bhilwara Infotechnology Ltd** in short (**BIL**).

This technical & communication batch wise training will be provided by BIL for duration of 45 to 60 working days, “free of charge” and similarly BIL shall not be paying any “stipend” during the training period.

On successful completion of the training program, BIL and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by BIL and its clients will be considered for an employment with BIL at its client’s location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of BIL. In such case an Appointment letter will be issued and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of BIL at our client location and will be paid a **Gross salary of Rs.180,000/-Per Annum (One Lakh Eighty Thousand Only) on a cost to the company basis** and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume/CV and application for employment are true to the best of your knowledge. You understand & acknowledge attending the **FREE** Training

- Scheme (Hire-Train-Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per BIL policy. You acknowledge that the training period is for a period of 45 to 60 working days at the Company's premises located at **Noida**.
2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at BIL Noida office and would commence from **01-01-2018**.
 3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by BIL or its clients after the completion of the training course.
 4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
 5. You acknowledge that in the event of your acceptance of Company's offer of appointment, you will work with BIL for a minimum period of 2 years.
 6. You acknowledge that upon successful completion of your training period, you shall not apply for any posting/interviews other than Bhilwara or its client's interview till the completion of Evaluation Tests.
 7. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.
 8. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
 9. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect not withstanding other terms and conditions mentioned.

10. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.
11. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and also information and instructions that pass through you or come to your knowledge during your training shall be treated as absolutely confidential. You would also be required to sign a NON Disclosure Agreement as per annexure attached.
12. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
13. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
14. You acknowledge that the Company shall not be responsible for any interruption in the training due to causes beyond the control of the Company. In case of your failure / neglect to complete the training or failure in the Evaluation Test for employment conducted by the Company and its client, the Company shall neither be responsible nor will provide assurance of employment on BIL rolls.
15. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.
16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to LNJ Bhilwara Group and wish you all the best in your career with us.

For Bhilwara Infotechnology Ltd

Accepted By

**Indramohan Nair
Chief Executive**

**(Name of the Employee)
Aadhar No:**

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Davinder Singh)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

14-Jun-2018



Ranjit Singh <prof.ranjit@gmail.com>

Live Deftsoft Informatics Pvt. Ltd.- Campus Drive Shortlisted Students

sahul <sahul@deftsoft.info>

Thu, Nov 24, 2016 at 4:49 PM

To: Aim Placement <aim.placement@apj.edu>

Hello Sir
Greetings for the day!!

We are sending you the final list of Selected Students as per our final Selection procedure:

Name	Institute	Date of Joining
Nindiya Mahendru	Apeejay	2-Jan-2017
Parul Tagra	Apeejay	2-Jan-2017
Pranav Kumar Verma	Innocent Hearts	2-Jan-2017
Ajmat Ali	Innocent Hearts	2-Jan-2017
Kiranpreet Kaur	Innocent Hearts	2-Jan-2017
Kushal Mehra	GNDU	19-Dec-2016

Would request you to please coordinate for the final confirmation on the Joining for the above mentioned Students.

It was a nice interaction with you , looking forward to a greater association in the coming future.

Thanks and Regards,

Sahul

Human Resources Department

Live Deftsoft Informatics Pvt. Ltd.

C-139 Ind. Area, Phase-8, Mohali -160071 India

Ph: 0172-2236594, **Email:** sahul@deftsoft.info

From: Aim Placement [<mailto:aim.placement@apj.edu>]

Sent: Friday, November 18, 2016 12:21 PM

[Quoted text hidden]

[Quoted text hidden]



Ranjit Singh <prof.ranjit@gmail.com>

Dates finalization for the process

Ranjit Singh <prof.ranjit@gmail.com>
To: Sahul <sahul@deftsoft.info>

Mon, Nov 7, 2016 at 5:43 PM

Dear Mr. Sahul

Greetings of the day.

We wish to conduct process on 15th Nov 2016 on tuesday. Actually I have enquired all the participating institutions and they all suggested that as final exams are starting from 21st Nov so this is the only date available for conducting the process.

Following are the participating institutions.

1. APEEJAY INSTITUTE (HOST)
2. GURU NANAK DEV UNIVERSITY JALANDHAR CAMPUS.
3. INNOCENT HEARTS INSTITUTE OF MANAGEMENT JALANDHAR.
4. KHALSA COLLEGE OF MANAGEMENT AND TECHNOLOGY JALANDHAR

We are in process of arranging few more campuses. Invitation has already been forwarded to them.

in total more than 60 students will be participating in the process.

Kindly freeze the date so that necessary arrangements and sanctions can be taken well in time and the students can be invited from above stated institutions.

Regards.

On 4 Nov 2016 4:37 p.m., "Sahul" <sahul@deftsoft.info> wrote:

Hello Ranjit,

Thanks for the quick response!!

Stipend details are as follows for the training period:

First 3 Months, 5K Per Month

Next 3 Months, 8K Per Month

(Stipend Amount can vary depending upon the performance of the Person)

After Completion of Training period, the salary package we would start with Min. 1.5 LPA to Max. 3 LPA as per the performance of first 6 Months.

Selection Procedure(As per the Candidate Strength of the Drive) and is as follows:

- 1.) Group Discussion
- 2.) Written Test/Personal Interview
- 3.) HR Interview/Finalisation.

It may vary depending upon the situation.

Please let me know the campuses names in the pool campus and also the dates to be finalized, so that we can proceed accordingly at our end.

Thanks & Regards,

Sahul

Human Resources Manager

Live Deftsoft Informatics Pvt. Ltd.

C-139 Ind. Area, Phase-8, Mohali -160071 India

Ph: 0172-2236594, Email: hr@deftsoft.com



Toll free: +1.800.670.2916 US:+14086869594

Deftsoft[®]
Programming ideas

From: Ranjit Singh [mailto:prof.ranjit@gmail.com]

Sent: Friday, November 04, 2016 12:50 PM

To: Sahul

Subject: Re: Live Deftsoft Informatics Pvt. Ltd. - Campus Placement Drive in November

Dear Mr. Sahul

Greetings of the day.

Thanks for offering us to conduct the placement process for your esteemed organization. we have a long term association with Esteemed DEFTSOFT.

Sir Please let us know the clear remuneration as a stipend during 6 monthly industrial training period and a package details after completion of Training.

Also please let us know the selection criteria like test/interviews. all campuses actually want to know these details before giving their consent.

Regards

On Thu, Nov 3, 2016 at 3:27 PM, Sahul <sahul@deftsoft.info> wrote:

Hello Ranjit,
Greetings for the day!!

As per our conversation, we would like to go further with the Campus Drives in your esteemed institutes and in reference to the same following are the requirements from our end:

- 1.) IT, ECE and CSE Branch Students(In case of Pool campus, B.Tech students to be considered)
- 2.) Minimum 60% Aggregate in B.Tech(CSE, IT and ECE)/MCA.
- 3.) Minimum Strength required in the Campus Drive: 60
- 4.) Salary Package to be offered: Best as per the Industry norms (Further details can discussed).

Looking forward to a positive revert from your side.

NOTE: We would prefer to conduct Pool campus, Kindly please let me know if any further clarification required from our end.

Thanks & Regards,

Sahul

Human Resources Manager

Live Deftsoft Informatics Pvt. Ltd.

C-139 Ind. Area, Phase-8, Mohali -160071 India

Ph: 0172-2236594, Email: hr@deftsoft.com



Toll free: +1.800.670.2916 US:+14086869594

Deftsoft[®]
Programming ideas

This email has been checked for viruses by Avast antivirus software.

www.avast.com



--

Ranjit Singh
(MCA,M.Phil)
*Assistant Professor (Senior Scale) *
Department of Computer App.
*Prof. In-Charge Training & Placements (MCA) *
APEEJAY Institute of Management Technical Campus,
Rama Mandi Hoshiarpur Road, Jalandhar-144007 (Pb.) India
+91-9815910316 (M), +91-8872020167 (M)
0181-2410263, 2410264, Fax 0181-2411268



This email has been checked for viruses by Avast antivirus software.
www.avast.com

Date: 24th October, 2018

Letter of Intent

Dear **Divya Gupta**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore **post your final semester exam which will be communicated to you by the Company.**

2. Your compensation on a cost to company basis will be **Rs.303,160** (Details of which you can find below).

Client Acquisition Manager		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **27th October, 2018**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head - HR
CapitalVia Global Research Limited



We understand your world

Mr. SHIVAM MITTRA
S/O Rakesh Mittra, House no303
w.e. 303 , ali mohalla, Jalandhar-1
144001 JALANDHAR
INDIA

Your application

Dear Mr. SHIVAM MITTRA,

As per our telecon and further to your interview with us,
enclosed is the proposed Offer.

Role Details:

You have been selected for the role of RBB-PB-SERVICE as part
of the RETAIL BRANCH BANKIN Team.

Grade:

You will be hired at Trainee Grade.

Compensation:

Your Total Fixed Pay shall be 300000 per annum; a detailed
break up is enclosed for your reference.

Please note -

Retiral Benefits shall be deducted as per policy.

Subsidised Loans:

On Confirmation of your services with the Bank, you will be
eligible to avail the facility of Staff Loans.

Should you not avail of them, they are not cashable.

Please note:

- 1.This is not a formal offer. In case you accept this then
kindly DO NOT resign in your present Organization till we
hand over your offer letter to you.
- 2.Only on receiving a 'Fitness Declaration' certificate will
the offer be valid.
- 3.Please do not resign from your Present Employer,till you
receive the Hard Copy of the Offer Letter.

Please revert with your confirmation to the Offer at the
earliest or contact us in case of any queries/clarifications
required.

Yours sincerely,
HDFC Bank Recruitment Team.

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Gazal Gupta)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: TCS Ignite - Congratulations on clearing our interview process

Kiran Shukla <shuklakiran23295@gmail.com>
To: ranjitsingh@apjimt.org

Sat, Sep 21, 2019 at 11:49 PM

Sent from my iPhone

Begin forwarded message:

From: Chennai Ignite <Chennai.Ignite@tcs.com>
Date: 14 March 2018 at 11:31:42 AM GMT-4
To: no-reply@tcs.com
Subject: TCS Ignite - Congratulations on clearing our interview process

Dear Candidate,
Greetings from TCS Ignite!

Congratulations! Based on your performance in the recently conducted TCS Ignite interview, we are pleased to inform you that you have been selected for our offer.

We will release your offer through the TCS Next Step portal(<https://nextstep.tcs.com/>). To facilitate this, we need you to immediately share your DT Id with us. Please visit <https://people.tcs.com/SurveyOnNextStepStatus/> immediately and fill your DT Id.

Also, please make sure that you do not apply for or attend any other TCS interviews. As soon as we release your offer and we accept it, we will commence an online Pre Employment Orientation (PEO) programme that will help you familiarize yourself with TCS. Please note that the earlier you accept our offer and start the PEO program, the better your chances of joining our first batch in July. So hurry up and act immediately. Looking forward to start engaging with you through our PEO at the earliest.

Please ignore this mail if you have already received an Offer Letter from TCS Ignite.

Best Regards
Team Ignite
Tata Consultancy Services
Mailto: chennai.ignite@tcs.com
Website: <http://www.tcs.com>

Experience certainty. IT Services
Business Solutions
Outsourcing

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use,

review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: TCS Ignite - Congratulations! You are invited for our interview

Kiran Shukla <shuklakiran23295@gmail.com>
To: ranjitsingh@apjimt.org

Sat, Sep 21, 2019 at 11:49 PM

Sent from my iPhone

Begin forwarded message:

From: Chennai Ignite <Chennai.Ignite@tcs.com>
Date: 30 January 2018 at 12:48:36 PM GMT-5
To: no-reply@tcs.com
Subject: TCS Ignite - Congratulations! You are invited for our interview

Dear Candidate,
Greetings from TCS Ignite!

Thank you for registering in TCS Open Ignite and participating in the learning activities designed to improve your employability skills.

We are excited at the effort you have put in and the promise you show. We are pleased to invite you to the next stage of our selection process - the Interview. Your interview has been scheduled at **Amritsar**. Details are available in your Interview Card.

To download your Interview Card, please visit <https://openseesame.tcs.com/OCA/InterviewCard>

Our process requires you to submit a self-declaration form at the interview venue. The form is attached with this mail. Please print the same, fill it carefully, sign and bring along with you when you come for the interview.

Our mandatory learning requirements on Open Ignite include a minimum of 2 tests, 2 courses, all surveys and 2 projects. It is possible that, we have invited you to the interview stage even though you may not have completed all these. We expect you to complete all these before you report for the interview. That will significantly improve your chances of getting the offer. So go ahead, Log-on to Open Ignite (<https://openseesame.tcs.com/ignite/>) at the earliest and complete the learning activities.

If you have any concerns/queries, feel free to write to us at chennai.ignite@tcs.com

We look forward to meeting you at the interview. Wishing you all the best!

Best Regards
Team Ignite

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and

9/22/2019

Gmail - Fwd: TCS Ignite - Congratulations! You are invited for our interview

immediately and permanently delete the message
and any attachments. Thank you

<Declaration Form.pdf>



Ranjit Singh <prof.ranjit@gmail.com>

Impinge Solutions Ltd. (Offer Letter)

Charita Sharma <charita@impingeonline.com>

Mon, Sep 19, 2016 at 12:57 PM

To: prof.ranjit@gmail.com, Vikas Sagar <vikassagar@impingeonline.com>

Dear Sir,

We are pleased to offer Ms. Sunita Kumari and Ms. Kirti Bagha, the position of Software Trainee at Impinge Solutions. They have to come to the company to collect the offer letters on 21st September.

We Congratulate Ms. Sunita Kumari and Ms. Kirti Bagha.
We are looking forward to working with them.

Regards,
Charita Sharma | Training & Placement Officer
Impinge Solutions
F 265 Phase VIII B Ind Area Mohali
01725097801/02, 9041699991



Ref No. 186850

Private & Confidential

Date: 25 January 2018

Mr. Gunjesh Kumar,
H No - 744
Urban Estates Phase I
Jalandhar li Garha
Punjab - 144022

Dear Gunjesh Kumar,

Subject : Offer Cum Appointment Letter

Further to your application and the subsequent discussion with us, we are pleased to offer you a career in **Karvy Stock Broking Limited**, as per the terms and conditions mentioned herein:

1. Date of joining, posting & location

You will join us on **18 June 2018** in our **Broking** Division at **Hyderabad**. Your title will be **Equity Advisor** in Grade **S6 (Executive Trainee)**. The Management reserves the right to transfer you on any assignment in any unit / department / associate concern of the Company anywhere in India or Abroad, as it may consider necessary, in its absolute discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

2. Compensation

You shall be entitled to an all inclusive annual gross compensation of **Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only)**. A detailed break-up of your compensation structure is given in the Annexure (I) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

3. Probation Cum Training Period

You will be on probation cum training for a period of 1 year from the date of your joining, wherein you will undergo an extensive special training provided by the Company as detailed in Annexure-II. Upon successful completion of your training, the Company will confirm your employment in writing.

4. Resignation during Probation Cum Training Period

This role requires you to be trained extensively. During this period you agree not to leave the Company. In the event of your leaving the Company within this period, the Company is liable to recover from you the cost of your training in full or a minimum of Rs. 75000/- (Rupees Seventy Five Thousand Only) will be recovered from you.

Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Ref No. 186850

Irrespective of the above, your services are liable to be terminated by the company without assigning any reason by giving one month notice period or payment of gross monthly salary in lieu thereof on either side.

However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period days or without any pay in lieu of notice period.

5. Notice periodDuring Probation Period

Your services are liable to be terminated by the company without assigning any reason by giving **30** days notice period or payment of gross monthly salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of **30** days or without any pay in lieu of notice period.

After Confirmation

Your services can be terminated by the company by giving **60** days notice or payment of gross monthly salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of stipulated notice period of **60** days or without any pay in lieu of notice period.

6. Working hours

You shall follow the working hours of the company at the place of posting and as informed to you from time to time. Due to the nature of work in this industry, you shall be expected to adjust to extended working hours in case of any pressing commitment. For such extended hours of work you shall not be eligible to claim any overtime or any additional consideration frequently and/or if your job involves shift duties or late night work, you are required to familiarize yourself fully with your own personal effort with the public transport arrangements & safety requirements of any nature and further you are advised to make adequate arrangements for your transport & travel and for your own personal safety.

If you are assigned to a job/temporary duty in an unsafe territory/disturbed area, you are free to point out your requirements of safety.

7. Service rules and regulations

During your employment with the Company, you shall be governed by the Service rules, regulations, employee benefits, policies & procedures of the company detailed in the HR portal. This HR Manual is available to you from the HR Department and is also available online on the HR Intranet. You undertake to familiarize yourself with the HR manual and all amendments incorporated in the same from time to time by logging on to the company's Intranet through your unique identification code provided to you on your joining the company. The terms and conditions laid down in the HR manual and as amended/updated from time to time and published on the HR Intranet, shall be binding upon you, and shall form part of the terms & conditions of your employment with the company.

8. Duties and responsibilities

Your current duties and responsibilities are as specified in Annexure II attached to this letter. You shall apply yourself diligently and faithfully to all duties & responsibilities that may be assigned to you from time to time and will conform to such directions that shall be given to you by your superiors.

Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Ref No. 186850

You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention of the Company that every employee of the Company takes upon himself/herself a certain degree of responsibility and is accountable for the work undertaken by him/her.

9. Code of conduct

In addition to your adherence to the Code of Conduct detailed in the HR intranet of the Company, you also abide and understand that you are being hired in a position of trust and confidence and realize your accountability towards protection of Company's interest and matters relating to its business and shall:

- (i) Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
- (ii) Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation & documents and in over all conduct.
- (iii) You will help in maintaining & enhancing the congenial, disciplined, participative and supportive work environment created by the company that fosters team spirit and high performance standards.

10. Non disclosure, secrecy and confidentiality

You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to Strategies, Methods, Books, Records, Documents, Technical Information concerning its products & Services, Equipment, Processes, Customer Lists, Procurement Procedures, Pricing techniques, Credit & Financial data concerning Company, Customers and Business Affiliates) all comprise confidential business information and trade secrets, etc. vital to the business of the Company.

You hereby agree that you will not at any time during or after your employment period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of the Company. For the Purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

Any disclosure which has not been expressly authorized by the Company shall be called 'Unauthorized Disclosure'. The unauthorized disclosure of confidential information shall constitute a serious misconduct and the Company shall be entitled to take appropriate disciplinary action against you including termination of service. Unauthorized disclosure and use of confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "Order of Injunction".

11. Non-solicitation & non-compete

You agree and undertake that during the term of your appointment with the Company and for a term of one (1) year after the termination of your appointment with the Company for any reason whether with or without cause, you will not, directly or indirectly solicit, induce, recruit, or encourage any Company employees, who were during the term of your appointment, employees of the Company, to leave their employment, or take away such employees, either for yourself or for any other person or entity without the Company's express written consent. You further agree and undertake that you will not engage in soliciting business or allied business that is similar or competitive with the business of the Company, with those clients with whom you had any contact, during your appointment and for a period of one (1) year after your appointment with the Company ceases.

Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Ref No. 186850**12. Copyright**

The copyright in all the work produced, i.e. literary, artistic, photographic or other work, documents/materials and intellectual property developed and gathered by you during the course of employment shall be and remain the exclusive property of the Company. You shall return the same to the Company on termination or at such earlier time as required by the Company.

The work produced shall be the exclusive property of the Company and the Company shall be free to deal with the same in such a manner as it deems fit. This para is also applicable to any activity relating to Trade Marks, patentable work or any other activity leading to Intellectual property rights.

13. Usage of computers

The Company has extensively introduced computerization to improve efficiency and productivity. You herewith agree and undertake to extensively abide by the Information Technology policies and rules framed by the Company from time to time. Any misuse or violation of any of the I.T policy/rule shall make you liable for the disciplinary action by the Company including termination of your appointment and taking appropriate legal proceedings against you.

14. Undertakings:

(i) You agree that the assurances, undertaking, etc., in regard to your education/qualification certificates, work experience certificates, previous employer's certificates and all other certificates, information, declarations and undertakings are true and correct. You undertake that there are no claims, damages or legal actions of any nature instituted against you by any institutions, authorities including previous employer(s). You further undertake that no legal cases of above nature have been instituted against you in past or currently in progress even in your personal capacity. If any of the information or undertaking in relation to above is found incorrect, the Company reserves the right to take appropriate disciplinary action including termination of services.

(ii) You confirm that you have adequately declared in writing any kind of medical problem, which you may have had in past or present, prior to accepting the offer of employment with the company, including alcoholism. You confirm that any such history has been adequately disclosed by you to the company in writing prior to you having accepted the offer of employment in the company.

15. Professional ethics

The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics.

If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or any affairs/information of the Company or of theft or of misappropriation, regardless of the value involved, the Company shall initiate appropriate action as per its disciplinary action policy, notwithstanding with other terms of the policy, it also includes termination of your services with immediate effect.

Karvy Stock Broking Limited**Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.****T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com**

Ref No. 186850**16. Safe custody of company property and recovery of dues**

You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The company reserves the right to recover from you any unauthorized expenditure incurred, reposes of any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and make a charge on your dues for any payments due to the company from you.

17. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful, malafide acts, negligence, gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or the right of the Company to seek other remedies which the Company may have to make good the loss or damage.

18. Exclusivity

During the term of your appointment with the Company, you will work exclusively for the Company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, rather part time or full time, directly or indirectly, related to the business in which the Company is now involved or becomes involved during the term of your appointment with the Company, nor will you engage in any other activities that conflict with your obligations of the Company.

19. Severability

If any term of this letter shall be invalid or unenforceable by any Court of competent jurisdiction, the remainder of this letter, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid term of this letter shall be enforced to the fullest extent permitted by law.

20. Resolution of dispute

(i) All disputes or differences arising in connection with this letter shall be settled through Arbitration, by one or more Arbitrators in accordance with the provisions of the Arbitration and Conciliation Act, 1996, any modifications thereto and the findings of the Arbitrators shall be final and binding. The Arbitration Proceedings shall take place at Hyderabad. Further, the language and Proceeding of the Arbitration should be in English only.

(ii) The HR Head or such other Official of the Company or any Third Party as may be nominated by the HR Head shall be the Arbitrator.

(iii) Save and except as provided in the preceding clause, the Courts in Hyderabad alone shall have jurisdiction in this matter.

21. Retirement

You will automatically retire from the services of the company at the end of month in which you attain the superannuating age of 58 years. Your date of birth as recorded by us is **31 December 1995** and further this date of birth will be used to calculate your age of superannuation.

Karvy Stock Broking Limited**Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.****T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com**

Ref No. 186850**22. Handing over process**

In case of your disassociation from the company due to any reason, before relief from the services of the company you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the company identified by the Head – HR or your immediate supervisor. In case of your departure without completing the hand-over procedure as per the then prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amounts as might be payable to you as far as may be permissible to hold under the applicable laws.

Further, in case of your disassociation from the company as aforesaid, you shall hand over to the designated personnel all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

23. Termination of employment

Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

(i) Breach of any terms of this appointment, code of conduct, Policies & procedures of the company detailed in the HR manual, published on the company's Intranet or any rules made by the Company from time to time.

(ii) In the company's opinion; any act of gross misconduct & indiscipline on your account, De-falsification, Dishonesty, Misappropriation, Dereliction of duty in discharging your duties and functions, Unpunctuality, Neglect of duty.

(iii) Absence from your normal place of work for more than Seven (7) days continuously without appropriate reasons & prior sanction of leave.

(iv) Consistent non-performance by you as per the verdict of the company.

(v) Of your being convicted of any Criminal offence.

(vi) Of your mental or physical incapacity to discharge your functions.

In the event of intended termination from services on the grounds mentioned above, the company will seek your explanation in writing detailing the breach and will provide you seven days time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the Company reserves the right to terminate your services without notice and explanation, with immediate effect, where the Company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

Karvy Stock Broking Limited**Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.****T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com**

Ref No. 186850**24. General**

Employees may please note that their behavior towards any member of the public that they come across should be courteous. The Management reserves the right to take disciplinary action against any employee, who has been found to have misbehaved with any member of the public or any other individual. Further,

(i) The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You will be responsible for your tax liabilities under all applicable Tax Laws and Regulations.

(ii) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.

(iii) In case of any change in your residential address or any relevant changes in your personal data during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change.

(iv) All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.

(v) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc., and amendments thereof as presently applicable to you and as may be amended from time to time.

(vi) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual/intranet and other policies and procedures of the Company as presently applicable and as may be amended from time to time.

(vii) You shall not do anything or cause to do anything which shall bring dishonor and/or disrepute to the Company or engage in unlawful/immoral activities.

(viii) If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the Company the details thereof.

(ix) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.

(x) In the event of termination of your employment by the Company and/or your resignation before completion of 12 months in service, you will need to refund Joining bonus paid to you at the time of joining, all or any expenses incurred by the Company on account of your Relocation.

Karvy Stock Broking Limited**Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.****T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com**

Ref No. 186850**25. Address for the purpose of Communication**

Any communication sent to the following address shall be deemed to be proper service of the communication:

Mails sent to the address:

Company: Karvy Stock Broking Limited.,

Email Id: hrhelpdesk@karvy.com

Fax: +91 040-23311968

Employee Personal email id: gunje786@gmail.com

The parties undertake that they shall communicate/update any change in address within one month of any change taking place in the above particulars and the said change shall be deemed to become effective if sent by Registered Post to the above address or the personal email id or fax number of the parties mentioned above.

The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the Company's policies and code of conduct, which may be amended from time to time.

This Agreement shall be governed by and construed in accordance with the law of India.

If you are in agreement with the conditions outlined in this letter including the annexures, please signify your receipt and acceptance and return a copy of this letter to us.

We wish you a long and happy association with us.

Thanking you,

for **Karvy Stock Broking Limited**



Vijayant Jolly

Deputy General Manager

Human Resources

Enclosed: (i) Compensation Structure (Annexure I)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Signature: (.....)

Name: Gunjesh Kumar

Date:

Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Name: Gunjesh Kumar Designation: Equity Advisor
 Grade: S6 (Executive Trainee) Location: Hyderabad

Compensation Structure

Particulars	Amount in INR per month	Amount in INR per annum
Basic	7,290	87,480
HRA	4,380	52,560
Provident Fund (Employer Contribution)	875	10,500
Advance Bonus	1,460	17,520
Conveyance	1,600	19,200
Medical	1,250	15,000
Professional Development	370	4,440
Exgratia	1,000	12,000
Other Allowance	2,608	31,296
Fixed CTC		2,50,000

(Rupees Two Lakhs Fifty Thousand only)

Others:

Further you will be eligible to receive performance linked variable pay up to Rs.60,000/- per month. This variable pay is linked to performance and achievement of defined KRAs.

Other benefits:

Personal Accident Cover: : Personal accident cover for self in cases of death or disability
 Mediciam : Covered under ESIC or Mediciam Insurance for Self, Spouse and Two children, whichever is applicable.
 Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anyone other than your department head or HR is liable for disciplinary action.

~~-----X-----~~
Karvy Stock Broking Limited

Registered Office: Karvy House, 46, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034.

T: +91 40 23312454 | F: +91 40 23311968 | service@karvy.com | www.karvy.com

Date:15-07-2019

Welcome Note

Dear **Mr. Gurdev Singh**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

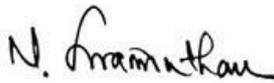
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Date: 15-07-2019

To,
Mr. Gurdev Singh,
Empcode -1397445

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Resident Manager, for a fixed period of employment, on the following terms and conditions:

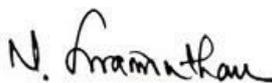
1. Your contract of employment shall be valid for a period of 1 year from 04-07-2019 to 03-07-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.
4. Details of your salary break up with components is as per the Annexure 1.
5. You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your basic salary.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 2000000 and medical insurance upto 200000, per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at HDFC Asset Management Company Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Acceptance:

I Gurdev Singh have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 15-07-2019

Mr. Gurdev Singh,
Empcode -1397445

DEPUTATION LETTER

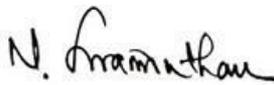
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to HDFC Asset Management Company Limited with effect from 04-07-2019 at their PHAGWARA office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 04-07-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from HDFC Asset Management Company Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by HDFC Asset Management Company Limited.
5. You shall be bound to follow the working hours of HDFC Asset Management Company Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside HDFC Asset Management Company Limited and use such information only in connection with the service provided to HDFC Asset Management Company Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against HDFC Asset Management Company Limited. This arrangement is purely a contractual agreement between Randstad and HDFC Asset Management Company Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of HDFC Asset Management Company Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of HDFC Asset Management Company Limited entrusted to you in the due discharge of your duties and shall indemnify HDFC Asset Management Company Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Gurdev Singh have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Schedule A
Assignment Details of Gurdev Singh

Name	Gurdev Singh
Client Name	HDFC Asset Management Company Limited
Place of Deputed Designation	PHAGWARA Resident Manager
Start date of Assignment	04-07-2019
End date of Assignment	03-07-2020

Salary Break - Up Details

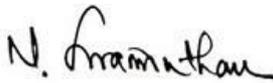
Component	Monthly	Yearly
Basic	17,300.00	207,600.00
House Rent Allowance	2,557.00	30,684.00
Statutory Bonus	1,442.00	17,304.00
Leave Encashment	1,331.00	15,972.00
Gross Salary	22,630.00	271,560.00
Employer's Contribution to EPF	2,076.00	24,912.00
Insurance	497.00	5,964.00
CTC (Cost to the company)	25,203.00	302,436.00
Employee's Contribution to EPF	2,076.00	24,912.00
Net-Take Home	20,554.00	246,648.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By



**N Swaminathan
Iyer**
Vice President - SSC

Gurdev Singh

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

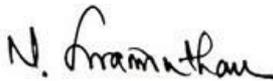
General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,

For Randstad India Pvt Ltd.



**N Swaminathan Iyer
Vice President - SSC**

I, Gurdev Singh have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
 Randstad House,
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
 Nungambakkam, Chennai 600 006.
 P +91 (0) 44 66227000 F +91 (0) 44 66227474
 www.randstad.in

Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....
Name	Name
.....
Title	Title
.....
Witness	Witness
.....

Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter ofaged about.....years and residing at..... hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)
By
.....
Name
.....
Title
.....
Witness
.....

(Randstad India Ltd.)
By
.....
Name
.....
Title
.....
Witness
.....

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name:
Employee ID:
Designation:
Service Function / Vertical :
Centre / Location :

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date

S. No.0734.....

OFFER LETTER

Ref. No. PHF/10.14/0734
Date...13 Oct, 2014

TO,
GURLEEN KAUR
APEEJAY INSTITUTE OF MANAGEMENT
JALANDHAR



SUBJECT: OFFER LETTER

DEAR MR/MS **GURLEEN KAUR** REFERENCE THE INTERVIEW YOU HAD WITH US, YOU ARE HEREBY OFFERED THE POST OF TRAINEE DEVELOPER. WITH OUR COMPANY ON FOLLOWING TERMS & CONDITIONS:

1. YOUR APPOINTMENT IS SUBJECTED TO THE SUCCESSFUL COMPLETION OF YOUR ACADEMIC CURRICULUM AND MODULE ASSIGNED BY THE COMPANY (AT THE TIME OF INTERVIEW IN COMPANY PREMISES IN FRONT OF SENIOR PROJECT MANAGER AND COMPANY ADMINISTRATION) AND YOUR APPOINTMENT IS SUBJECTED TO A MINIMUM OF 18 MONTHS ON CONTRACT BASIS.

2. DURING YOUR ENGAGEMENT WITH THE COMPANY, COMPANY WILL OFFER YOU:

- (A) 1 MONTH PROBATIONARY PERIOD
- (B) AFTER SUCCESSFUL COMPLETION OF YOUR PROBATIONARY PERIOD YOU WILL BE ENTITLED FOR OTHER BENEFITS AS DISCUSSED AT THE TIME OF INTERVIEW (THE SALARY WILL BE INR 1.8 LAC PA)

3. DURING YOUR ENGAGEMENT WITH THE COMPANY YOUR WORKING HOURS WILL BE FROM 9:00 A.M-7:00 P.M OR 7:00PM-5:00 AM (YOU SHOULD BE COMFORTABLE TOWORK IN NIGHT SHIFTS ALSO).

4. THAT DURING YOUR ENGAGEMENT WITH THE COMPANY YOU WILL NOT BE ENTITLED TO WORK WITH ANY OTHER COMPANY OR IN PERSON IN ANY WAY .THIS WILL BE A ONE PERSON ONE JOB STATUS.

5. THAT YOU WILL MAINTAIN THE SECRECY OF THE PLANS, PERFORMANCES, AND OTHER BUSINESS IDEAS OF THE COMPANY.

1 | Page

6. THAT DURING THE PERIOD OF CONTRACTUAL TERMS YOU ARE NOT ENTITLED TO ANY PAID LEAVE. IF FOUND ABSENT WITHOUT ANY PRIOR INFORMATION TO THE CONCERNED AUTHORITIES, YOU WILL SUFFER A DEDUCTION IN YOUR SALARY, CORRESPONDING TO THE NO.OF DAYS ON LEAVE.

7. DURING THE TERM OF THE CONTRACT, YOU CAN NOT LEAVE THE JOB WITHOUT TAKING PERMISSION FROM THE COMPANY IN WRITING. IF YOU BREAK THE CONTRACT AND LEAVE THE JOB WITHOUT TAKING WRITTEN CONSENT FROM THE COMPANY, YOU WILL BE LIABLE TO PAY A COMPENSATORY AMOUNT EQUIVALENT TO 3 MONTHS OF YOUR SALARY AS MENTIONED IN YOUR APPOINTMENT LETTER ALONG WITH INCREMENTS IF YOU HAVE GOT.

8. THAT THE COMPANY HOLDS EVERY RIGHT TO TERMINATE YOUR SERVICES WITHOUT ANY NOTICE OR COMMUNICATION WITHIN 24 HRS, IF YOU ARE FOUND BREAKING ANY OF THE RULES OF THE COMPANY, OR ON YOUR NOT PERFORMING AS DESIRED BY THE COMPANY WITHOUT ANY EXPLANATION. DURING 1ST MONTH YOU WILL BE EXPELLED WITHOUT ANY PRIOR INFORMATION IMMEDIATELY IF YOU FAIL TO DELIVER IN YOUR SPECIALTY \ RESPECTIVE FIELD ON IMMEDIATE REQUIREMENTS OF THE WORK

9. IN CASE OF ANY DISPUTE ARISING DURING YOUR ENGAGEMENT WITH THE COMPANY, THE COMPANY WILL HOLD ALL AUTHORITIES TO DECIDE ON THE MATTER AS PER THE DECISION OF THE BOARD OF DIRECTORS.

10. YOU HAVE TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF JOINING OR BEFORE WHENEVER ASK:-

- ALL ORIGINAL DOCUMENTS TO BE PRODUCED FOR VERIFICATION PURPOSE AT THE TIME OF JOINING WHICH INCLUDES EDUCATIONAL DOCUMENTS (X, XIITH & GRADUATION PROOF)
- PHOTO ID PROOF & RESIDENCE PROOF
- PAN CARD FOR BANK FORMALITIES
- PROOFS OF WORK EXPERIENCE IF ANY

REGARDS,

For (FOR PRANEECH TECHNOLOGIES)


SUMIT KUMAR SETHI
(TRAINING & HR MANAGER)

I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ALL OF THESE

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Harleen Kaur)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

S. No.0737.....

Ref. No. PNF/1014/0237
Date 13 Oct, 2014

OFFER LETTER

TO,
HARPREET KAUR
APEEJAY INSTITUTE OF MANAGEMENT
JALANDHAR



SUBJECT: OFFER LETTER

DEAR MR/MS **HARPREET KAUR** REFERENCE THE INTERVIEW YOU HAD WITH US, YOU ARE HEREBY OFFERED THE POST OF TRAINEE DEVELOPER. WITH OUR COMPANY ON FOLLOWING TERMS & CONDITIONS:

1. YOUR APPOINTMENT IS SUBJECTED TO THE SUCCESSFUL COMPLETION OF YOUR ACADEMIC CURRICULUM AND MODULE ASSIGNED BY THE COMPANY (AT THE TIME OF INTERVIEW IN COMPANY PREMISES IN FRONT OF SENIOR PROJECT MANAGER AND COMPANY ADMINISTRATION) AND YOUR APPOINTMENT IS SUBJECTED TO A MINIMUM OF 18 MONTHS ON CONTRACT BASIS.

2. DURING YOUR ENGAGEMENT WITH THE COMPANY, COMPANY WILL OFFER YOU:

(A) 1 MONTH PROBATIONARY PERIOD
(B) AFTER SUCCESSFUL COMPLETION OF YOUR PROBATIONARY PERIOD YOU WILL BE ENTITLED FOR OTHER BENEFITS AS DISCUSSED AT THE TIME OF INTERVIEW (THE SALARY WILL BE INR 1.8 LAC PA)

3. DURING YOUR ENGAGEMENT WITH THE COMPANY YOUR WORKING HOURS WILL BE FROM 9:00 A.M-7:00 P.M OR 7:00PM-5:00 AM (YOU SHOULD BE COMFORTABLE TO WORK IN NIGHT SHIFTS ALSO).

4. THAT DURING YOUR ENGAGEMENT WITH THE COMPANY YOU WILL NOT BE ENTITLED TO WORK WITH ANY OTHER COMPANY OR IN PERSON IN ANY WAY .THIS WILL BE A ONE PERSON ONE JOB STATUS.

5. THAT YOU WILL MAINTAIN THE SECRECY OF THE PLANS, PERFORMANCES, AND OTHER BUSINESS IDEAS OF THE COMPANY.

6. THAT DURING THE PERIOD OF CONTRACTUAL TERMS YOU ARE NOT ENTITLED TO ANY PAID LEAVE. IF FOUND ABSENT WITHOUT ANY PRIOR INFORMATION TO THE CONCERNED AUTHORITIES, YOU WILL SUFFER A DEDUCTION IN YOUR SALARY, CORRESPONDING TO THE NO.OF DAYS ON LEAVE.

7. DURING THE TERM OF THE CONTRACT, YOU CAN NOT LEAVE THE JOB WITHOUT TAKING PERMISSION FROM THE COMPANY IN WRITING. IF YOU BREAK THE CONTRACT AND LEAVE THE JOB WITHOUT TAKING WRITTEN CONSENT FROM THE COMPANY, YOU WILL BE LIABLE TO PAY A COMPENSATORY AMOUNT EQUIVALENT TO 3 MONTHS OF YOUR SALARY AS MENTIONED IN YOUR APPOINTMENT LETTER ALONG WITH INCREMENTS IF YOU HAVE GOT.

8. THAT THE COMPANY HOLDS EVERY RIGHT TO TERMINATE YOUR SERVICES WITHOUT ANY NOTICE OR COMMUNICATION WITHIN 24 HRS, IF YOU ARE FOUND BREAKING ANY OF THE RULES OF THE COMPANY, OR ON YOUR NOT PERFORMING AS DESIRED BY THE COMPANY WITHOUT ANY EXPLANATION. DURING 1ST MONTH YOU WILL BE EXPELLED WITHOUT ANY PRIOR INFORMATION IMMEDIATELY IF YOU FAIL TO DELIVER IN YOUR SPECIALTY \ RESPECTIVE FIELD ON IMMEDIATE REQUIREMENTS OF THE WORK

9. IN CASE OF ANY DISPUTE ARISING DURING YOUR ENGAGEMENT WITH THE COMPANY, THE COMPANY WILL HOLD ALL AUTHORITIES TO DECIDE ON THE MATTER AS PER THE DECISION OF THE BOARD OF DIRECTORS.

10. YOU HAVE TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF JOINING OR BEFORE WHENEVER ASK:-

- ALL ORIGINAL DOCUMENTS TO BE PRODUCED FOR VERIFICATION PURPOSE AT THE TIME OF JOINING WHICH INCLUDES EDUCATIONAL DOCUMENTS (X, XIITH & GRADUATION PROOF)
- PHOTO ID PROOF & RESIDENCE PROOF
- PAN CARD FOR BANK FORMALITIES
- PROOFS OF WORK EXPERIENCE IF ANY

REGARDS,

For (FOR PRANEE TECHNOLOGIES)

SUMIT KUMAR SETHI
(TRAINING & HR MANAGER)

I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ALL OF THESE



December 14, 2015

Dear RINI

This is with respect to offer letter dated October 12, 2015 appointing you at Hewlett-Packard Globalsoft Limited of HPE in the position Graduate Development Program.

Your date of joining agreed between us was October 19, 2015.

Your revised date of joining is January 04, 2016.

Pay & Benefits and all other terms & conditions remain unchanged and shall be applicable upon your joining us.

Please sign and return the copy of the appointment letter as a token of your acceptance. In the event you do not commence your employment on the revised date of joining, the above mentioned offer letter shall stand revoked and cancelled.

With best regards,

Sd/-
Amit Vasishta
Talent Acquisition Director - India and Pakistan

**This is an electronically generated letter and hence does not require a signature.*

I accept the above referred Pay and Benefits, and the General terms and conditions of employment

Signature: _____

Name: _____

Date: _____

Place: _____



Ranjit Singh <prof.ranjit@gmail.com>

Impinge Solutions Ltd. (Offer Letter)

Charita Sharma <charita@impingeonline.com>

Mon, Sep 19, 2016 at 12:57 PM

To: prof.ranjit@gmail.com, Vikas Sagar <vikassagar@impingeonline.com>

Dear Sir,

We are pleased to offer Ms. Sunita Kumari and Ms. Kirti Bagha, the position of Software Trainee at Impinge Solutions. They have to come to the company to collect the offer letters on 21st September.

We Congratulate Ms. Sunita Kumari and Ms. Kirti Bagha.
We are looking forward to working with them.

Regards,
Charita Sharma | Training & Placement Officer
Impinge Solutions
F 265 Phase VIII B Ind Area Mohali
01725097801/02, 9041699991



Sr. No.	Candidate Name			DOB	Name of the College/Institute
1	Ms.	Chahat	Jain	10-11-1994	Master Tara Singh Memorial For Women, Ludhiana
2	Ms.	Ekta	Sharma	01-01-2000	Master Tara Singh Memorial For Women, Ludhiana
3	Ms.	Harmanjot	Kaur	12-09-1995	Master Tara Singh Memorial For Women, Ludhiana
4	Mr.	Akshay	Jindal	22-09-1995	S.C.D. Govt. college for boys, Ludhiana
5	Mr.	Shreyans	Jain	22-05-1995	S.C.D. Govt College for Boys, Ludhiana
6	Mr.	Chetan	Shah	12-12-1994	S.C.D. Govt College for Boys, Ludhiana
7	Mr.	Gurpreet	Singh	23-12-1994	PCTE Group of Inst, Ludhiana
8	Mr.	Adesh	Verma	09-06-1993	PCTE Group of Inst, Ludhiana
9	Mr.	jitanshu	NA	20-05-1995	multanimal modi college,patiala
10	Mr.	gurinder	singh	08-05-1994	multanimal modi college,patiala
11	Ms.	alisha	NA	08-06-1995	multanimal modi college,patiala
12	Ms.	anu	singla	08-01-1995	multanimal modi college,patiala
13	Ms.	ravina	rani	01-01-1995	multanimal modi college,patiala
14	Ms.	jyoti	verma	09-06-1995	Punjabi University Patiala
15	Mr.	kuldeep	singh	20-05-1994	multanimal modi college,patiala
16	Mr.	khushal	singla	16-09-1994	multanimal modi college,patiala
17	Mr.	vishaljeet	singh	23-03-1994	Govt mohindra college,patiala
18	Ms.	swetanshu	priya	23-04-1995	Desh bhagat university,mandi gobindgarh
19	Ms.	Khahish	Dhingra	09-06-1995	khalsa college for women,ludhiana
20	Ms.	charu	goyal	08-03-1996	khalsa college for women,ludhiana
21	Ms.	Ridhima	Bakshi	26-09-1995	Chitkara University, Punjab Campus
22	Mr.	robin	saxena	28-07-1996	Chitkara University, Punjab Campus
23	Mr.	Dheeraj	Verma	23-02-1996	Chitkara University, Punjab Campus
24	Mr.	Parmeet	Singh	06-01-1995	Chitkara University, Punjab Campus
25	Ms.	simran	bindal	29-11-1995	Chitkara University, Punjab Campus
26	Mr.	akshay	gaba	06-06-1995	Chitkara University, Punjab Campus
27	Mr.	arisht	jain	29-12-1994	Chitkara University, Punjab Campus
28	Ms.	nimika	grover	16-04-1995	Chitkara University, Punjab Campus
29	Mr.	rishabh	kapoor	12-09-1995	Chitkara University, Punjab Campus
30	Mr.	rishabh	sharma	04-05-1996	Chitkara University, Punjab Campus
31	Ms.	navleen	kaur	09-05-1994	Chitkara University, Punjab Campus
32	Ms.	Shruti	Sood	30-10-1995	Khalsa College for Women, Ludhiana
33	Mr.	Hardipinder	NA	16-10-1993	APJ Institute of Management, Jalandhar
34	Mr.	Aditya	NA	26-09-1995	D.A.V College, Chandigarh
35	Ms.	Harsimran	Kaur	25-01-1995	Khalsa College for Women, Ludhiana
36	Ms.	Himanshi	Jain	06-03-1995	Khalsa College for Women, Ludhiana
37	Ms.	Jasmine	Kaur	28-10-1995	Khalsa College for Women, Ludhiana
38	Ms.	Khushboo	NA	24-12-1995	Khalsa College for Women, Ludhiana
39	Ms.	Manvi	Manchanda	26-11-1994	Khalsa College for Women, Ludhiana
40	Ms.	Moon	Chugh	20-08-1995	Khalsa College for Women, Ludhiana
41	Ms.	Tanvi	Singla	08-09-1996	Khalsa College for Women, Ludhiana
42	Ms.	naina	grover	09-05-1995	RSD, Ferozepur
43	Ms.	Nitika	sharma	24-08-1995	RSD, Ferozepur
44	Mr.	Amitoj	Bakshi	21-07-1995	S.C.D. Govt College for Boys, Ludhiana
45	Ms.	Himanshi	NA	04-09-1995	Govt College for Girls, Ludhiana
46	Ms.	Shefali	Bhateja	28-04-1995	HMV College, Jalandhar
47	Ms.	muskaan	singla	22-06-1996	khalsa college for women,ludhiana
48	Ms.	Tanya	Chhabra	21-02-1995	khalsa college for women,ludhiana
49	Ms.	Navreet	Kaur	05-12-1996	khalsa college for women,ludhiana

Sr. No.	Candidate Name			DOB	Name of the College/Institute
50	Ms.	Mehak	NA	08-11-1996	khalsa college for women,ludhiana
51	Ms.	Ramanpreet	Kaur	01-01-2000	khalsa college for women,ludhiana
52	Ms.	nancy	NA	29-6-1996	khalsa college for women,ludhiana
53	Ms.	Latakshi	NA	10-04-1994	khalsa college for women,ludhiana
54	Ms.	Shivali	Dang	07-03-1994	khalsa college for women,ludhiana



HRD/ADM/11056434/16-17

Mr. Hardipinder Singh
Candidate ID: 11056434
No. 810, Urban Estate,
Phase - 1,
Jalandhar - 144 022
India

July 05, 2016

Ph: (91) 97813 52005

Dear Hardipinder,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by LOBO RICHARD
Date: 2016.07.05 16:50:58 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/ADM/11056434/16-17

Mr. Hardipinder Singh
Candidate ID: 11056434
No. 810, Urban Estate,
Phase - 1,
Jalandhar - 144 022
India

July 05, 2016

Ph: (91) 97813 52005

Dear Hardipinder,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **August 08, 2016**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training.

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,275** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2016-17 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 125**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action. Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

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 Infosys. 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.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2015-2016. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. 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.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, 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. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
SENIOR VICE PRESIDENT – HRD

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ Location
Print your name

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)				
NAME	Mr. Hardipinder Singh			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				5490
FIXED DEARNESS ALLOWANCE (FDA)				1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)				9259
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)				1252
MONTHLY GROSS SALARY				17,101
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				66
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)				791
GRATUITY - 4.81% of (Basic + FDA)*				317
FIXED GROSS SALARY (1+2+3)				18,275
TOTAL GROSS SALARY				18,275
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





HRD/ADM/11056434/16-17

Mr. Hardipinder Singh
Candidate ID: 11056434
No. 810, Urban Estate,
Phase - 1,
Jalandhar - 144 022
India

July 05, 2016

Ph: (91) 97813 52005

Dear Hardipinder,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by LOBO RICHARD
Date: 2016.07.05 16:50:58 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/ADM/11056434/16-17

Mr. Hardipinder Singh
Candidate ID: 11056434
No. 810, Urban Estate,
Phase - 1,
Jalandhar - 144 022
India

July 05, 2016

Ph: (91) 97813 52005

Dear Hardipinder,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **August 08, 2016**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training.

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,275** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2016-17 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 125**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action. Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

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 Infosys. 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.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2015-2016. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. 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.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, 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. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
SENIOR VICE PRESIDENT – HRD

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ _____
Print your name Location

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Hardipinder Singh
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	5490
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9259
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1252
MONTHLY GROSS SALARY	17,101

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	66

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	791
GRATUITY - 4.81% of (Basic + FDA)*	317
FIXED GROSS SALARY (1+2+3)	18,275
TOTAL GROSS SALARY	18,275

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act





SPAN/HR/OL/IK/30-07-2015

30th July, 2015

Ms. Ishtpreet Kaur
H.No 251/a Dilbagh Nagar,
Near Basti Guzan,
Jalandhar City
PUNJAB

OFFER LETTER

Dear Ishtpreet,

With reference to your industrial training with us, we are pleased to offer you the position of **Trainee Software Engineer (L14)** with SPAN Infotech, an EVRY ASA Company on the following Terms and Conditions:-

1. Your employment will start form **1st August, 2015** and you are required to report on **3rd August, 2015** at 10 AM at our Mohali office. In the event of you not joining us after the said date, the offer may stand withdrawn.

Our Office Address is as follows:

SPAN Infotech (India) Private Ltd,
A-40 A, Landmark Plaza, 7th Floor, Quark City,
Industrial Area, Phase – 8 Extension,
Mohali – 160071
Punjab

2. **Compensation Details:**

Your yearly emoluments (CTC) would be as detailed in **Annexure A**. Income Tax will be deducted at source on the salary and perquisites as applicable under the Income Tax Act in force from time to time.

3. **Terms of Employment:**

- a. You will be on a Probation period of 3 months from the date of joining. During this period, the company may conduct on-going reviews to assess your performance. Based upon the reviews, your probation may be extended at the discretion of the management. During the period of Probation, your services may be terminated without assigning any reason or issue of any notice.
- b. You are required to sign the SPAN/EVRY Code of Conduct along with confidentiality agreement, which aims to protect the intellectual property rights and the business information of the group.

SPAN Infotech (India) Pvt. Ltd.
CIN : U72200KA2006PTC038899
E-mail ID : spansez-compliance@spanservices.com

SEZ Unit :
7th & 8th Floor, Landmark Plaza, F3 Tower, Quarkcity SEZ,
A-40 A, Industrial Area, Phase VIII, Extension,
Industrial Focal Point, Mohali (Pb) India.
Phone : +91-172-6675000
Fax : +91-172-6675400

Registered Office :
18/2, Vani Vilas Road,
Basavanagudi,
Bangalore 560 004, India
Phone : +91-80-40219600
Fax : +91-80-40219632



ADVISORY ON WEALTH CREATION & FINANCIAL PLANNING

Employment Offer Letter

Date: 23rd November 2016

To,

Jaspreet Kaur Nandha

Apeejay Institute of Management Technical Campus, Jalandhar

Dear Jaspreet,

Pursuant to your application and subsequent rounds of interview, we are pleased to offer you the position of **Financial Planning Manager** at our organization in **Band 19**. You will be required to undertake your duties from **21st February, 2017**.

Your starting CTC will be **Rs. 5.13 Lacs per annum** of which Rs. 2.88 Lacs will be your guaranteed component and Rs. 2.25 Lacs will be performance linked incentives. You will be eligible for appraisals from time to time as per the organization's policies.

Please note that you will be provided with a formal appointment letter upon your joining and will remain under probation for a period of 90 days from your joining date.

We wish you all the best and look forward to having you on board with FinEdge!

Warm regards,

Harsh Gahlaut

Chief Executive Officer

FinEdge Advisory Private Limited

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Kamini Thakur)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018

6th December, 2018

To,
Mr. Karan Khanna,
45, New Model Town,
Jalandhar, Punjab-144001.
Tel.No:9780480016

Dear Karan,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on assignment for a period of three months. Based on your good performance during the assignment period you would be taken on probation. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	24,000	2,88,000
House Rent Allowance	:	3,000	36,000
Additional HRA	:	12,000	1,44,000
Transport Allowance	:	2,000	24,000
Telephone Allowance	:	1,000	12,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total: Rs. Seven Lakh Fifty Thousand only p.a.	:	62,500	7,50,000

Regards,
Jaro Education

Sushant Mallya
Sr.Manager – Human Resource

I agree to the above and attached terms & conditions _____ Dated _____

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For clarifications, please feel free to contact Ashish Bhatti at 8528908600 or e-mail at hr_chd@sbi-life.com.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

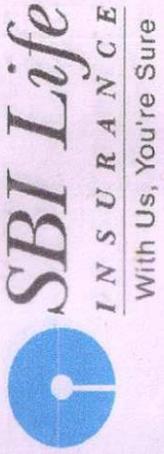
I, Mahima Gupta, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Mahima Gupta

Signature:

Date:

16/05/19



Ms. Mahima Gupta
Apeejay Institute of Management
Jalandhar

08-05-2019

SBIL-Gene-47356

Offer Letter: Senior Associate

Dear Mahima Gupta,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

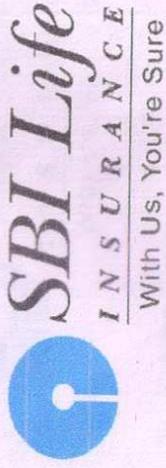
Salary Sheet	
Name	Mahima Gupta
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to Potential Annual Remuneration on Cost to Company Basis (CTC)		75,000	
		3,75,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse, up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 20 lakhs.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Mahima Gupta declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

Mahima Gupta

(Signature of the candidate)

Date: 16/05/19

Place: Talandhar

Ms. Mandeep Kaur
Apeejay Institute of Management and Technical Campus
Jalandhar

22-02-2018

SBIL-Gene-31641

Offer Letter: Senior Associate

Dear Mandeep Kaur,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Mandeep Kaur, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Mandeep Kaur
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Mandeep Kaur declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

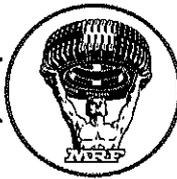
- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:



MRF

MRF Limited, Regd. Office : 124, Greams Road, Chennai - 600 006.
Tel : 2829 2777 Fax : 91-44-2829 2895 Email : mrfhrs@mrfmail.com

18th July 2018

Mr. Mandeep Singh Chopra
H.No.30 Gurunanak Pura (W)
Jalandhar-144 009.

Dear Mandeep,

Offer of Appointment

With reference to your application and the subsequent interview you had with us we are pleased to inform you that you are provisionally selected for the position of Territory Sales Supervisor. The compensation package will be as per the Annexure attached herewith.

As this offer is subject to your being found medically fit, you are requested to undergo medical tests as per list enclosed and obtain a medical report in the enclosed medical examination form from a registered medical practitioner in the rank of MD in general medicine. The medical/test reports are to be handed over to us at the time of joining. The expenses incurred towards medical tests (not exceeding Rs.3500/-) will be reimbursed to you on submission of bills.

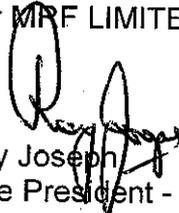
The detailed appointment order will be issued to you on your joining on **6th August 2018** at Head Office, Chennai. You will have 5 days induction programme at Head Office from your date of joining. A detailed letter on Induction Programme is being sent to you.

On completion of the induction programme, you have to proceed directly to your place of field training. The place of field training will be informed to you on your joining.

Please confirm your acceptance and joining by e-mail within 3 days from the date of receipt of this offer. Please bring with you all certificates in original, relieving letter from your last employer, four passport size photographs, PAN Card and address proof.

Thanking you,

Yours sincerely,
For MRF LIMITED,


Roy Joseph
Vice President - HRS.

ANNEXURE

Mr. Mandeep Singh Chopra

Designation: Territory Sales Supervisor

Basic Salary	5100
House Rent Allowance	2550
Conveyance Allowance	1600
Education Allowance	200
MRF Allowance	17490
Field Allowance	5000
Medical Allowance	425
Monthly Gross	32365
L T A	604
Bonus	1020
Self Development Subsidy	667
P F	612
Gratuity	245
C T C - P.M.	35513
C T C - P.A.	426156

In addition to the above, you will be eligible for :

1. Daily Conveyance Allowance @ Rs.150/- per day during your Induction and field training.
2. On posting, Mileage Allowance @ Rs.3.15 per running K.M., subject to change, for the use of Two-Wheeler for official travel, in lieu of Daily Conveyance Allowance.
3. Company provided Sim Card with a ceiling of Rs.500/- p.m. (OR) reimbursement of cell phone expenses upto Rs.500/- p.m. on production of bill.
4. Rs.75,000/- under Employees Value Incentive Scheme, as applicable, which will be explained to you in detail during the induction programme.
5. Hospitalisation Insurance coverage for self and family, as applicable.
6. Personal Accident Insurance coverage for self.

h

15th November, 2017

**To,
Mr. Mandeep Singh Chopra,**

Tel.No:9041914277

Dear Mandeep,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	22,900	2,74,800
House Rent Allowance	:	2,290	27,480
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Special Allowance	:	2,710	32,520
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total: Rs. Six Lakh Six Thousand only p.a.	:	50,500	6,06,000

**Regards,
Jaro Education**

**Sushant Mallya
Sr. Manager – Human Resources**

I agree to the above and attached terms & conditions _____ Dated _____

To,
Mr Varun Nayar
Apeejay

Date – July 20th, 2017

Subject: Campus Letter

Dear Mr. Varun,

As part of our Campus Hiring Program, we are pleased to inform that the following student(s) graduating from your college that participated in Campus Drive in the year 2017 have successfully cleared the Campus Recruitment Process for the position of **Content Analyst** at **S&P Global market Intelligence (India) Pvt. Ltd. ("Company")**, Ahmedabad.

Name

1. Mayank Tandon

Mayank

As per our discussion, the date of joining will be decided at a later date (Probably after July) and individual employment letters will be issued accordingly.

Compensation:

- The Total Annual Earnings would be between INR 2,64,000 LPA + Company PF contribution + Shift allowances + Variable Bonus.
- In addition, the employee will be eligible for Gratuity as per Payment of Gratuity Act, 1972
- There would be income tax deduction from the Total Earnings and Benefits, as per the provisions of the Income Tax Act, 1961 and a contribution of Rs. 10 as per Punjab Labor Welfare Fund Act, 1965 prevailing from time to time
- There will also be a deduction of the employee contribution to the Provident Fund

The Employee and his/her family will be covered under a Group medical insurance cover of INR 300,000 per annum and Term life insurance covering upto 36 times of monthly gross salary.

Shift Allowance:

- Shift Allowance is only applicable for the below mentioned shifts:
 - 2 PM to 11 PM (INR 2,750 per month)
 - 8 PM to 5 AM (INR 5,500 per month)

Please get a copy of this letter signed by each student(s) (against their name) and return it to us as a token of acceptance.

We appreciate your team's assistance and co-operation in making this campus hiring program a success.

Sincerely,

Bindi Shah
Recruiter, Talent Acquisition

Mayank

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. MEHAK SARANGAL)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. NABJOT SINGH SAINI)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

11-Jul-2017

19th October, 2016

To,
Ms. Navpreet Kaur,
VPO Panjgraian, Tehsil-Batala Dist,
Gurdaspur, Punjab
Tel.No:8054780342

Dear Navpreet,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on assignment for a period of three months. Based on your good performance during the assignment period you would be taken on probation. On successful completion of probation period your services would be confirmed and you would be re-designated as "Recruitment Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	21,400.00	2,56,800.00
House Rent Allowance	:	1,070.00	12,840.00
Transport Allowance	:	1,600.00	19,200.00
Telephone Allowance	:	330.00	3,960.00
Medical Reimbursement	:	500.00	6,000.00
Special Allowance	:	100.00	1,200.00
Performance Incentive (Payable based on the achievement of monthly targets)	:	10,000.00	1,20,000.00
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	3,000.00	36,000.00
Total Rs. Four Lakh Fifty Six Thousand only p.a.	:	38,000.00	4,56,000.00

Regards,
Eins Education

Anand Krishnan Nadar
Sr. Manager - Human Resources

I agree to the above and attached terms & conditions _____ Dated _____

7th December, 2018

To,
Ms. Neha Mehta
Tel. No.: 8699195522

Dear Neha,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	24,000	2,88,000
House Rent Allowance	:	3,000	36,000
Additional HRA	:	2,000	24,000
Transport Allowance	:	2,000	24,000
Telephone Allowance	:	1,000	12,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total:Rs. Six Lakh Thirty Thousand only p.a.	:	52,500	6,30,000

Regards,
Jaro Education

Sushant Mallya
Sr. Manager – Human Resources

I agree to the above and attached terms & conditions _____ Dated_____

Ref: HI/17/009

Date: 20-June-2017

Offer Letter

Dear **Nindiya**,

This has reference to your application and subsequent meeting had with us. We are pleased to offer you the position of **Content Writer** in our organization at our Mohali Office. As discussed you are required to join on **03-July-2017**. The detailed letter of Appointment would be issued to you subsequently on joining the organization on the terms and conditions mutually discussed and agreed upon.

You are advised to bring the following documents at the time of joining.

1. The original certificates for reference and photocopies for record.
2. Identity and residential proof.
3. Two passport size photographs
4. Copy of PAN Card/Driving License (if any).
5. Copy of Aadhar Card (compulsory).

Kindly acknowledge the duplicate copy of the letter as your acceptance.

With Best Wishes,

hocrox Infotech Pvt. Ltd.

Ankit Kumar
Auth. Signatory

Ankit Kumar

(Talent Acquisition and Strategic Alliance)

Compensation Annexure		
Name	Anisha Babbar	
Designation	Sales Manager - Two Wheeler Loan	
Grade	Management Trainee	
Location	Jalandhar	
Date of Joining	June 4, 2018	
Annual Guaranteed Cash - Per annum	520,984	
Break Up	Monthly	Annual
Basic Pay (A)	8,683	104,197
Reviewable Allowances (B)	34,732	416,787
Annual Guraranteed Cash = (C)	43,415	520,984
Retirals (D)		
Employer's Provident Fund	1,042	12,504
Benefits		
Gratuity		5,012
Group Medclaim Policy for Hospitalization **		11,500
Cost to the Company		550,000
Indicative Incentive/ Performance Bonus ***		80000
Reimbursement Expenses ****		
Mobile	800	9600
Conveyance	2000	24000
Total CTC		663,600

Net Take Home Calculation	
Monthly Gross	43,415
Deductions	
Employees contribution to Provident Fund	1,042
Profession Tax *	200
Total Deduction	1,242
Net Take Home Before Income Tax	42,173

Benefits (F)	
Gratuity	You will be entitled to gratuity as per the provisions of Payment of Gratuity Act 1972.
Group Medclaim for Hospitalization	You will be covered under the Company Group Medclaim Policy for a Sum Assured amount of Rupees 3 Lakhs per annum.
Group Term Life Policy (Death Benefit)	You will be covered under Company's Group Term Life Policy (2 times of CTC or Rs 30 lacs whichever is higher) during your tenure as per the Company policy.
Group Accident Policy	You will be covered under Company's Group Personal Accident Policy (Rs 25 Lacs) during your tenure as per the Company policy.

Variable Pay (G)	
Incentive or Performance Bonus ***	Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based pay. This is paid subject to individual team & Company Performance. The Incentive / Performance Bonus plan will be communicated by your reporting Manager

Note
Reviewable Allowance comprises of a bouquet of Allowances & Reimbursements to which you can allocate amounts enabling you to structure your salary and reimbursements to the way you would like to received it.

Employees whose monthly basic is less than or equal to Rs. 21,000/- will be eligible for Statutory Bonus of Rs. 1,400/- per month which will be adjusted against Reviewable Allowances. Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

*Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

**Mediclaime premium amounts are subject to change based on insurance policy in force .

****Only applicable for identified roles, as per current company policy.

If the employee resigns within one year of joining Capital First Limited, he/she would have to pay back a minimum amount of Rs.1,00,000/- back to the company towards joining and training expenses incurred by Capital First Limited.

Deepika Mahajan
Head-Resourcing

Anisha Babbar

I have read and understood the compensation and hereby accept the same.

Date:

March 24, 2018

**Anisha Babbar
Jalandhar**

OFFER LETTER

Dear Anisha,

We refer to your application and subsequent interview with us and wish to inform that we are pleased to offer you employment with Capital First Limited on the broad terms as follows:

Designation : Sales Manager – Two Wheeler
Grade : Management Trainee
Compensation : Please refer to CTC Annexure
Location : Jalandhar
Date of Joining (On or before) : June 04, 2018

This offer is subject to satisfactory education, personal & employment reference checks.

Kindly bring together with you the following documents (original and a copy each) relating to you at the time of joining:

1. Address Proof Document (e.g. Ration Card, Passport, and Driving Licence)
2. Age Proof Document (e.g. School Leaving Certificate, Birth Certificate)
3. Educational Certificates and Mark Sheets of SSC, HSC, Graduation, Post-Graduation, etc.
4. Relieving Letter / Experience Certificate from the previous employer.
5. Appointment Letter of the your immediate previous employer
6. Recent salary revision letters issued by your immediate previous employer
7. Last Pay Slip issued by your immediate previous employer
8. Income Tax Form 16 (TDS Certificate), if any
9. Passport Size Photographs (5 numbers)
10. Names and Contact details of 2 References
11. Income Tax PAN Card
12. AADHAR Card

Kindly note that you will be issued on joining an Appointment Letter stating your employment terms in further details.

Please Note.

1. You are requested to submit the 'acceptance' of your resignation from your Last / Current employer within 1 week (max) post acceptance of this offer indicating a firm date of joining us.
2. You are also requested to submit your 'Relieving Letter' / 'Experience Certificate' from your Last / Current employer within 60 days (max) post joining our organization.
3. Kindly ensure that your date of joining at Capital First should not overlap with the relieving date at your Last / Current organization.
4. Capital First Limited expressly disclaims all liability with respect to actions taken or not taken based on any or all the contents of this email.
5. At any stage of the application or selection process or subsequent employment with us, if any information or documents provided by you, is found to be false, untruthful, or misleading, Capital First has all rights to take necessary action including termination.

Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer.

For Capital First Limited

**Deepika Mahajan
Head- Resourcing**



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: Offer Letter | iMark Infotech Pvt. Ltd

Rajni Chawhan <rajnihmv123@gmail.com>
To: Prof.ranjit@gmail.com

Wed, Jan 6, 2016 at 8:03 AM

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

From: **iMark Infotech Pvt. Ltd** <hr@imarkinfotech.com>
Date: Thursday, December 24, 2015
Subject: Offer Letter | iMark Infotech Pvt. Ltd
To: rajnihmv123@gmail.com
Cc: Ishan Gupta <ishan@imarkinfotech.com>, Piyush Gupta <piyush@imarkinfotech.com>

Hi Rajni,

Greetings from iMark Infotech!

Congratulations! You have been selected for the post of **Email Marketer-Trainee**. You are expected to join on **4th January, 2016 i.e. Monday**.

Please find attached your Revised **Offer Letter**.

At the time of your joining you are requested to bring the following :

1. Qualification/Degree Certificates
2. A proof of identity & address (PAN Card, Driving License etc)
3. 2 passport size photographs.
4. Bank Account Details (If ICICI Bank)
5. NOC from College

Please report at **10:00 AM** sharp at the following address : **iMark Infotech Pvt. Ltd, 3rd Floor, Tower B, DLF Building, IT Park, Chandigarh**

Kindly respond back with your confirmation.

Looking forward to have you aboard!

Thanks & Regards,

Gazal Kalia | Manager HR | Hand Phone: 9501326275 | **Desk Phone:** 0172-4601189

Local Office: 3rd Floor | Tower B & D | DLF Building | IT Park, Chandigarh

Global Offices: San Francisco | Los Angeles



 Please consider the environment before printing this email

This email and any files included with it may contain privileged, proprietary and/or confidential information that is for the sole use of the intended recipient(s). Any disclosure, copying, distribution, posting, or use of the information contained in or attached to this email is prohibited unless permitted by the sender. If you have received this email in error, please immediately notify the sender via return email, telephone, or fax and destroy this original transmission and its included files

without reading or saving it in any manner. Thank you.

--

Thanks & Regards

Rajni



iMark Infotech Pvt. Ltd.
3rd Floor, Tower D, DLF Building,
IT Park, Chandigarh

28th Dec, 2015

Offer Letter

Dear Nisha,

With reference to the discussion, on behalf of iMark Infotech Pvt. Ltd. we are pleased to offer you a position of **SEO Analyst Trainee** and invite you to join the iMark Family.

Your cost to the company for the **Trainee** period (**4 months**) is **INR 26,000** payable as **INR 5,000/pm + INR 500*/pm (Regularity Bonus) + 1,000/pm (Performance Incentive)** as a Stipend, after that will be promoted to an **SEO Analyst** (based on your performance) the Annual cost to the company for that would be **INR 12,500 pm/ 1, 50,000 lakhs p.a.** (One Lakh fifty thousand only)

(Please refer Annexure 1 for working on next page).

The allowances, benefits, incentives and other terms & conditions of your employment will be according to the Company Policies as applicable from time to time. Your compensation will be reviewed in the future as per Company Policy.

On joining the company you will be on probation for 3 months. You will abide by the rules and regulations of the company as may be in force from time to time.

We expect you to join on or before **4th January 2016** in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with you.

Once again, many congratulations and welcome to iMark family.

Thanking you,
(For iMark Infotech Pvt. Ltd.)
Gulshan Verma

Manager- Human Resources



Offer Accepted Annexure 1:

Annual CTC: 12, 500/- PM or 1, 50,000 PA (One Lakh fifty Thousand Only)

Below is the Bifurcation of the CTC:

a. Fixed Component: Basic in hand: INR 10,000 PM (Fixed) + INR 500* pm / 6,000* PA (Punctuality Bonus)

b. Variable Component: Performance Incentive: upto INR 2,000* pm / 24,000* PA

*Variable pay

*Variable pay is not a guaranteed salary; it solely depends on the company's policy of the respective parameter like Performance, Punctuality etc.

Thanking you,
(For iMark Infotech Pvt. Ltd.)
Gulshan Verma

Manager- Human Resources



iMark Infotech Pvt. Ltd.
3rd Floor, Tower D, DLF Building,
IT Park, Chandigarh

24th December, 2015

Offer Letter

Dear Smridhi,

With reference to the discussion, on behalf of **iMark Infotech Pvt. Ltd.** we are pleased to offer you a position of **"SEO Analyst Trainee"** and invite you to join the iMark Family.

Your cost to the company for the Trainee period (4 months) is **INR 26,000** payable as **INR 5,000/pm** + **INR 500*/pm** (Regularity Bonus) + **1,000/pm** (Performance Incentive) as a Stipend, after that will be promoted to an **SEO Analyst** (based on your performance) the Annual cost to the company for that would be **INR 12,500 pm/ 1, 50,000 lakhs p.a.** (One Lakh fifty thousand only) (Please refer Annexure 1 for working on next page).

The allowances, benefits, incentives and other terms & conditions of your employment will be according to the Company Policies as applicable from time to time. Your compensation will be reviewed in the future as per Company Policy.

On joining the company you will be on probation for 4 months. You will abide by the rules and regulations of the company as may be in force from time to time.

We expect you to join on or before 04th January 2015 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with you.

Once again, many congratulations and welcome to iMark family.

**Thanking you,
(For iMark Infotech Pvt. Ltd.)**

**Gazal Kalia
Manager- Human Resources**



Offer Accepted Annexure 1:

Annual CTC: 12, 500/- PM or 1, 50,000 PA (One Lakh fifty thousand only)

Below is the Bifurcation of the CTC:

a. Fixed Component: Basic in hand: INR 10,000 PM (Fixed) + INR 500* pm / 6,000* PA (Punctuality Bonus)

b. Variable Component: Performance Incentive: upto INR 2,000* pm / 24,000* PA

***Variable pay-**

*Variable pay is not a guaranteed salary; it solely depends on the company's policy of the respective parameter like Performance, regularity etc.

***Note** - You will be required to serve the company for a minimum period of ONE year from the date of joining.

**Thanking you,
(For iMark Infotech Pvt. Ltd.)**

**Gazal Kalia
Manager- Human Resources**



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: Offer Letter

Mandeep Singh <mrsingh2320@gmail.com>

Tue, Jan 5, 2016 at 10:47 PM

To: "prof.ranjit" <prof.ranjit@gmail.com>

VLOGIC LABS** - OFFER LETTER

Dear Mandeep,

With reference to your application and subsequent interview, we are happy to inform you that you have been selected to work with our esteemed organization and you have to join from 4th January,2016.

Please provide your written acceptance of the same in next 24 hours. Non acceptance in written in next 5 days will automatically result into cancellation of your joining with our organization.

And kindly bring all your documents (DMC's, ID proof, and 2 photographs) along with you.

Designation: * PHP Developer Trainee**Timings:* 8:00pm-5:30am**

Place of Reporting: VLogic Labs,

Plotno.F298, First Floor,

Phase 8b, Industrial Area

Mohali

Contact Number: 1726554195

Human Resource

VLOGIC LABS

<<http://vlogiclabs.com/>>

Best Regards,
Shikha Aukta || HR Head

www.vlogiclabs.com || *Email* : hr.cdg@vlogiclabs.com

Mob : +91-9041094195

Tel : +911726554195

F-298 1st Floor, Industrial Area, Phase 8B, Mohali, Punjab India-160071

DISCLAIMER

This email is intended only for the person or the entity to whom it is addressed and may contain information which is confidential and privileged. Any review, retransmission, dissemination or any other use of the said information by person or entities other than intended recipient is unauthorized and prohibited. If you are not the intended recipient, please delete this email and contact the sender.



Hemant Kumar /HR/ISEC/NEW DELHI <hemant.kumar@icicisecurities.com>

Mon, Dec 19, 2016, 4:36 PM ☆ ↶ ⋮

to me, Himanshu, Jeetendra, Ravinder ▾

Dear Mr. Varun,

Subsequent to our discussion please note that we have finalized our campus plans and have short listed your institute for our Campus hiring. We look forward to hire Senior Relationship Manager from your campus. In this regard please block December 23rd, 2016 for the recruitment drive. Detailed description of the profile is given below:

Job Summary:

To meet revenue target across a certain set of customer by mastering client relationship and providing solutions to the customer by evaluating their financial needs.

Key Responsibilities:

- To deliver the desired revenue target numbers
- Cross-Selling to existing customers & Acquisition of new customers
- Financial planning of the customer
- To provide solutions to the Customer's financial needs
- To systematically execute the sales process to facilitate delivery of revenue targets
- Preparing and maintaining Sales Call reports and all relevant MIS

The cost to Company is Total Fixed Pay + Variable Pay+ Benefits. The Total Fixed Pay is Rs 3 lacs per annum. Variable pay is in form of the Sales Incentive which is a certain percentage of the revenue generated by a SRM. Average incentive earned by a RM is Rs 75,000 per annum.

The selection process will involve pre placement talk, Group Discussion followed by rounds of interviews.

For any clarification please feel free to get back to the undersigned.

Regards,
Hemant Kumar
Regional Manager - Human Resources
ICICI Securities Ltd.

Activate Windows
Go to Settings to activate Windows

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

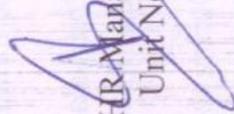
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AE.....

Date : 8TH NOV. 2013

Offer Letter

Dear Davinder Syal

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.



Date: 25-December-2014

Name : Charanbir Singh
University Roll No : 1328478
University : Punjab Technical University.

Re: - Offer Letter

Dear Mr. Charanbir,

Congratulations! We are pleased to inform you that after careful consideration, **Live Deftsoft Informatics** has decided to offer you to join as a **Trainee** for your **6 Months Industrial Training** which is the part of your **MCA Curriculum**.

After completing the **6 Months Industrial Training** you are required to work with the organization for **atleast One Year**.

During your training period you have to abide with the rules & regulations of the Company. Failing to do so will result in termination of your training without any notice.

The Training term will begin from **5 January 2015 to 3 July 2015**.

We hope you to pursue excellence with **Live Deftsoft Informatics Pvt. Ltd**.


Sajad Ali
Head HR
HR Department
Live Deftsoft Informatics Pvt. Ltd.

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

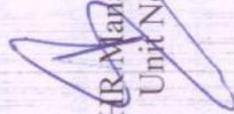
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AD.....

Date : 8TH NOV. 2013

Offer Letter

Dear _____ Gauri _____

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

Regarding Apeejay PPO candidates Inbox x

Vinisha.Panwar@hdfcbank.com
to me, Sahil.Bansal

Mon, Apr 23, 2018, 10:09 AM

Dear Varun,

As discussed, please share the CVs of below mentioned candidates.

Name	Institute Name
Sumedha Sharma	Apeejay Jalandhar
Twinkle	Apeejay Jalandhar
Riya gulati	Apeejay Jalandhar
Karuna Pathania	Apeejay Jalandhar
Shradha rai	Apeejay Jalandhar
Alpana	Apeejay Jalandhar
Ravinder Saini	Apeejay Jalandhar
Shobhna Thakur	Apeejay College of Management Technical Campus

Regards,
Vinisha Panwar
Human Resource
HDFC Bank Ltd.
Bank House, Plot No. 28, Industrial Area, Phase 1, Chandigarh
Contact No: 0172-3924555
Mobile no: +91-9569916415

HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

Activate Windows
Go to Settings to activate Windows



Vinisha.Panwar@hdfcbank.com

Fri, Jun 8, 2018, 3:28 PM

to me

Dear Varun,

Offers are being shared with candidates who were offered PPOs.

They will receive training mails centrally.

Regards,
Vinisha Panwar
Human Resource
HDFC Bank Ltd.
Bank House, Plot No. 28, Industrial Area, Phase 1, Chandigarh
Contact No: 0172-3924555
Mobile no: +91-9569916415

From: Apeejay Institute of Management Technical Campus <placements_apjim@gmail.com>
To: Vinisha.Panwar@hdfcbank.com
Date: 08/08/2018 02:24 PM
Subject: Re: Regarding Apeejay PPO candidates

Advisory Note : This email message originates from outside HDFC BANK. Please be extra vigilant before you click on a link, open attachments or reply.

Activate Windows
Go to Settings to activate Windows

Letter of Intent (LOI)

Date: 4th February '19

To,

Name: Sivan Venra

Address: _____

Dear Sivan,

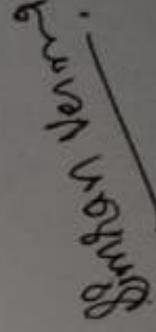
1. We are pleased to offer you the position of Young Manager in our Organization.
2. Your date of joining would be 5th June '19, failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Jalandhar. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with Apollo Munich Health Insurance Company Limited at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
 - a. 2 passport size photographs
 - b. PAN Card
 - c. Aadhaar Card
 - d. X & XII passing certificate
 - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
 - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.



Authorized Signatory



To know more about the world of Apollo Munich, please connect with us at LinkedIn
[https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd-/](https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd/)

GREAT PLACE TO WORK

Best in Class in the Insurance Sector

This is an affirmation of our commitment to the highest standards of excellence in the industry.

Apollo Munich Health Insurance Co. Ltd.

12th Floor, Pearls Best Heights 1, Unit No-1202-1203, Plot A-5, Hingoli Suburban Phase, Wazirpur Suburb Centre, New Delhi

1100034 Corp. Office: 1st Floor, SCF-19 Sector - 14, Gurugram - 122 001, Haryana Regd. Office: Apollo Hospital Gurgaon, 8-B,

293/82/J BROAD JUBILEE HILLS, Hyderabad, Telangana - 500023, India. • Tel. +91 124 4584333 • Fax: +91 124 4584111

• Website: www.apollomunichinsurance.com • Email: customer.service@apollomunichinsurance.com • MCA 21 Reg. No.: 124



Chola

Enter a better life



Dear *Dapinder Singh*

Welcome to the Chola Family.

We are delighted to offer you the position of **Management Trainee** in our Organization, for a period of **One Year**.

Your assimilation into our system depends on your enthusiasm to bring your learning into your specified role, the willingness to experiment with your learning and your desire to learn. During this period, we will provide you with opportunities for a comprehensive exposure to our company and also to undertake specific assignments across any location.

Your annual CTC would be INR 5,00,000/- lakhs.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course.

Please sign and return the duplicate copy of this letter. Your appointment is subject to your medical fitness and your successful completion of your Master Degree in April / May 2019. A formal appointment letter will be sent to you, on submission of the company application form duly filled and other documents as required.

I look forward to meeting you soon and trust that your association with the Group will be a mutually beneficial one.

Yours faithfully,
for **Cholamandalam Investment & Finance Co Ltd**

Chandrasekar R
Executive Vice President & Head – HR

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE

Contact Details:

Landline	Email ID	Mobile

Cholamandalam Investment and Finance Company Ltd.

Dare House, 2, N.S.C. Bose Road, Parrys, Chennai 600001, India.

Tel : 91.44.30007172 / Fax : 91.44.25346464

Website : www.cholamandalam.com

CIN – L65993TN1978PLC007576



murugappa

627/HR/08-12-2014

To,

Kamal Kumar Vaid,
D-26, New Beant Nagar,
Jalandhar.

Subject: Appointment & Terms of Employment

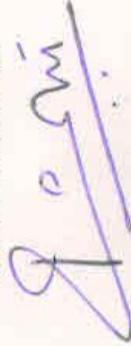
On behalf of Net Solutions, I am pleased to offer you a position of Software Developer in our organization.

This letter sets forth the terms of the offer and the attached terms of employment, which, if you accept, will govern your employment. Your continued employment will require both satisfactory job performance and compliance with existing and future company policy. Your compliance with company policy includes the responsibility to respect the highest level of privacy for all members of the organisation. Because many of our staff handles a variety of proprietary and private information, protecting privacy is the responsibility of all employees and is specifically highlighted here.

Your C.T.C. will be Rs. 3,72,000 per annum. You will be on a probation period for six months. You will be involved in learning the processes and methodologies employed by Net Solutions as you execute tasks assigned to you. Your subsequent promotions and increments will purely be based on your performance aligned with company objectives.

We are very enthusiastic at the prospect of having you join us. We think you will find the organisation an excellent environment to work in. Please let us know your acceptance of this offer. If you do accept, please sign and return one copy of this letter. Your joining date is 8th December, 2014. We will be glad to clarify/discuss any aspect of this offer.

Sincerely,
For Net Solutions,



Ritu Tandon
HR Head

I have read this offer and accept the terms of appointment described herein.

Signature _____

Date _____



karvy



- Compensation and rewards best in the Industry

Details:

- Post Graduate: Min 2,50,000 – Max 3,00,00 fixed p.a. + Min 7,50,000 – 9,00,000 variable (based on the performance during the interview)
- Willingness to work in two shifts (Morning / Evening)
- Place of posting: Hyderabad
- should be open to work in both the shifts: Morning shift and Evening shift (4:00PM – 12:00AM)

Selection process: -

Step one:- Telephonic interview (elimination round)

Step two: Final Skype Round

Hostel assistance: We would also provide assistance for hostel accommodation for students relocating from other cities to Hyderabad.

Thanks & Regards,

Namrata Kaushik

Human Resource

Karvy Millennium | 1st Floor | Financial District | Gachibowli | Hyderabad - 500 032

Tel No: 91 40 33217324 | Mob: +91 9970161263

Activate Windows

Go to Settings to activate Windows.

Show all

Divya gupta.pdf

Ankita Chopra (1)

Type here to search



10:57 AM
9/20/2019



Gmail

karvy



About Karvy

Karvy is a premier integrated financial Services Company ranked amongst the top-5 in the country across all the business segments that it has presence in. The Group services over 70 million individual investors in various capacities, and provides investor services to 600 of the best of Corporate India.

Purpose of role

To understand customer's financial goals, advice them on Buy, Sell or Hold strategy and execute trade

Roles & Responsibilities

- Activate and Maintain relationship with existing clients.
- Advising clients on their investments and managing their overall financial portfolio and executing orders on behalf of client for equities, derivatives and third party products.
- To coordinate with product and research team for taking investment decision for the clients.
- Engage clients through telephonic conversations about their investments and encourage them to trade.
- Responsible for achieving brokerage targets, Client Traded Number and client activation daily through effective advisory services.
- Cross sell and up sell existing products to the existing clients.

Desired Skills & Experience

- The candidate must be a Post Graduate with specialization in Finance Must possess excellent communication skills in English and regional language.
- A thorough understanding of financial markets, their behavior, macro movements with respect to market and be able to inspire trust and confidence in clients.
- Ability to process several inputs provided by research team and other sources and apply them to the specific context of several clients thus generating insights for clients.
- Candidate with NISM- Equity & Derivatives (series 8) certification will be given preference
- Should have passion for a career in Stock market
- Follow in house research reports, company news and track company performance
- Should be willing to work in morning and evening shift (4:00pm – 12:00am)
- Compensation and rewards best in the Industry

Details:

- Post Graduate: Min 2,50,000 – Max 3,00,00 fixed p.a. + Min 7,50,000 – 9,00,000 variable (based on the performance during the interview)

Willingness to work in two shifts (Morning / Evening)

Activate Windows

Go to Settings to activate Windows.

Show all

Diva gupta.pdf



Ankita Chopra (1)



Gmail

Navigation icons: back, forward, home, search, compose, refresh, settings

Namrata Kaushik <namrata.kaushik@karvy.com> Fri, Feb 8, 6:50 PM

to me

Hi Varun,

Congratulations to the candidates for clearing the interview process.

Ankita Chopra & Divya Gupta have been selected for the role of Equity Advisor. I request you to share the DOJ and their 4th Sem exam dates.

Regards,
Namrata Kaushik

Namrata Kaushik Sat, Feb 9, 11:12 AM

Hi Varun, Please advise the candidates to fill the doc and send it with their Aadhar card photocopy. Regards, Namrata Kaushik Namrata Kaushik From: Apeejay Inst

Apeejay Institute of Management Technical Campus Sat, Feb 9, 11:30 AM

Sure, will do that Mam by Monday Regards

Apeejay Institute of Management Technical Campus Mon, Feb 11, 3:08 PM

Dear Mam, PFA Documents of Ankita.

Taskbar: Divya gupta.pdf | Ankita Chopra (1)

Activate Windows
Go to Settings to activate Windows.
Show all

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

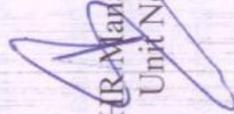
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AB.....

Date : 8TH NOV. 2013

Offer Letter

Dear Meenakshi

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

Vipin Mehra /HRMG/IBANK/DLI <vipin.mehra@icicibank.com>
to me, Heena

Mon, Jan 21, 5:05 PM

Dear Mr. Varun,

With reference to the campus drive conducted on December 15, 2018. We are delighted to inform you that we have selected 15 students from your campus.

Kindly communicate the same to students so that they don't participate further in any other campus drive.

We will be rolling out their offers in due course of time with expected joining after May 2019.

Applicant ID	Full Name	Result
3642504	sahil rajput	Selected
3642528	Rishabh Joshi	Selected
3642507	Umang Nayyer	Selected
3642547	Vaibhav Kumra	Selected
3642552	Bhupinder Kaur	Selected
3642541	Priya sharma	Selected
3642543	Shubham Mahajan	Selected
3642590	Karan Jain	Selected
3642535	Mehak Arora	Selected
3642572	Neeraj sharma	Selected
3642589	Neha Mehta	Selected
3642618	Shubham luther	Selected
3503525	DIVYA GUPTA	Selected
3642629	Anmolpreet kaur	Selected
3642567	Ratika	Selected

Regards

Activate Windows
Go to Settings to activate Windows.

Seasia Infotech Pvt Ltd

Software Development For The Future

Plot No C-136,
Phase VIII, Ind
Mohali - 16007
Phone : +91-17

KV/OFF/01

Date: October 09, 2014

Kumar Vaid

OFFER LETTER

al,

pleased to offer you an appointment at Seasia Infotech with details as under:
ignation: Consultant – Software Development
e of Joining: On or Before November 24, 2014

expires on November 24, 2014. Please indicate your acceptance by endorsing the dupl
letter.

mit the following documents at the time of joining:

ademic qualification certificates.

passport size photographs.

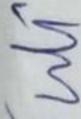
Identity Proof. (Driving License, Passport, Voter ID card etc.)

minee Photograph

Card

rience Letter and Salary Slip of previous Employer

fotech,



an Resource

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

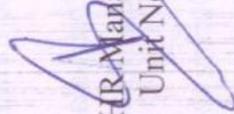
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AA.....

Date : 8TH NOV. 2013

Offer Letter

Dear Shailja Rani

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

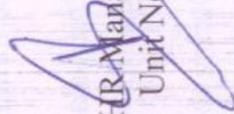
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AC.....

Date : 8TH NOV. 2013

Offer Letter

Dear _____
Shweta

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

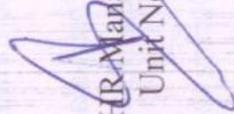
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur

URL : www.unitnexus.com

E-mail : info@unitnexus.com

Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AG.....

Date : 8TH NOV. 2013

Offer Letter

Dear Sneh Lata

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

From: Divya Gill <divyag@tataclassedge.com>
 Date: 15 January 2018 at 9:33:17 PM IST
 To: "aasthagupta668@yahoo.com" <aasthagupta668@yahoo.com>
 Cc: Sumandeep Brar <SumandeepB@tataclassedge.com>, Abhra Parua <abhra.p@2coms.com>, sangeeta <sangeeta@2coms.com>
 Subject: Letter of Intent - Aastha Gupta

Dear Aastha Gupta,

We are pleased to inform you that based on the Campus Connect Program, interview process you have been selected for our in-house Sales Consultant Development Program which begins on Jan 22, 2018.

Please find attached the details of your salary fitment.

You will be eligible for following components/benefits over and above the offered package

- 1) Sales Incentives
- 2) Travel Expense Reimbursement
- 3) Health Insurance for self and family

Please revert with your acceptance to take this forward...

Thanks & Regards,

Divya Gill
 Senior Manager – Human Resources
 Tata ClassEdge
 Donear House 5th Floor | Plot No 49/50, Marol Industrial Area | MIDC, Andheri East | Mumbai - 400020
 Tel +91-22-6122 7000 | Mobile +91-7875637299
divyag@tataclassedge.com | <http://www.tataclassedge.com>

Placed

5.2.1--MR VARUN (1)

Activate Windows
 Go to Settings to activate Windows.
 99270....pdf Show all

Documentation Requirement for Shortlisted candidates Inbox x

hr_chd@sbi-life.com
to Placements.apjim, ashima.sharma

Wed, Feb 27, 1:26 PM

Dear Mr. Varun,

As discussed, Kindly help to provide the filled Application form along with the required documents mentioned in the list for the shortlisted candidates.

List of Shortlisted Candidates:

1. Sonali Singh
2. Pankesh
3. Taranjot Kaur
4. Mahima Gupta
5. Rajni

Thankyou

Warm Regards
Ashish Bhatti
Human Resources
SBI Life Insurance

Activate Windows
Go to Settings to activate Windows

6	Anmoldeep Kaur Dhanju	kauranmoldeep1@gmail.com
7	Kamini Thakur	thakurkamini85@gmail.com
8	Priyanka Arora	priyankaarora3099@gmail.com
9	Anjali Basra	anjalibasra04@gmail.com
10	Rohan Sharma	rohandabraal96@gmail.com
11	Sanchit Aggarwal	kamaldeepkaur169@gmail.com
12	Pallavi Chib	chib_pallavi59@gmail.com
13	Rajat Bahl	rajatbahl58@gmail.com
14	Pinki Gupta	pinki.gupta4180@gmail.com
15	Shewani Dogra	shewani_dogra@yahoo.in
16	Sidharth Sondhi	sondhisidharth@gmail.com
17	Amritpal Singh Kaler	kaleramrit11@gmail.com
18	Davinder Singh	davinder.sgh96@gmail.com
19	Atul Bhargava	atulbhargavcr7@gmail.com

Thanks & Regards

Rohit Papneja
Human Resource-Punjab Circle
E: rohit.papneja@axisbank.com
Desktop No.- 0172-4963020

Activate Windows
Go to Settings to activate Windows.
Show all

02nd January 2017

Vikas

H-No. 495, Shaheed babu labh singh nagar
street no. 6/3, Gulab devi road,
Jalandhar (Punjab) PIN: 144001

Mobile : +919041331330

Email : v.angural@gmail.com

Dear Vikas,

In response to your application and subsequent interviews, we are pleased to offer you the post of **Associate UX Developer** in our organization. Remuneration details are given in Annexure - 1 to this letter. You shall join the company on or before **02nd January 2017**.

Verdantis is pleased to have you as a member of the team. We look forward to your fruitful association and a successful career with the company.

Your offer letter stands valid subject to successful completion of your background verification and Reference Check.

This appointment is subject to terms and conditions in Annexure - 2. Please return one copy of this letter duly signed by you to signify your acceptance of the terms and conditions of your appointment.

For Verdantis Technologies Pvt. Ltd.,


Digesh Panchal
Vice President, Verdantis

I agree to accept employment & will report for duty on

Date:

Name: Vikas

Signature:

Encl: Annexure - 1 – Remuneration Details
Annexure - 2 – Terms and Conditions

ANNEXURE - 1**REMUNERATION DETAILS**

Salary Components	Value per month	Value Annually
Basic	14583	175000
HRA @ 50% Basic Salary	7292	87500
Conveyance	1600	19200
Connectivity & Communication	500	6000
Children Education Allowance	0	0
Special Allowance	3392	40700
Medical Reimbursement	0	0
LTA	0	0
Employer's Contribution to PF	1800	21600
Food Coupon	0	0
Annual CTC	29167	350000

Annual Reimbursement at actuals subject to a maximum of the limits specified.

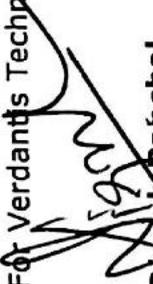
Apart from the above, employees are entitled to following benefits as per the policy of the company:

1. Employer's Contribution to ESIC (Wherever Applicable)
2. Gratuity as per the Payment of Gratuity Act, 1972.

Other benefits which are provided at the discretion of the management are:

1. Mediclaim Policy of Rs. 4 Lakh.
2. Personal Accident Insurance Policy of Rs. 1 Lakh.

For Verdantis Technologies Pvt. Ltd.,


Digesh Pahchal
Vice President, Verdantis

Prepared by


Garima Shukla

Agreed & accepted

Vikas

- j. During my employment, and for one year after termination of employment with the Company, I will not persuade, induce, or attempt to induce any past or current customer of the Company (other than government agencies and regional, national or international telephone carriers or national retailers) whose identities as such were first made known to me or with whom I first had direct contact in the course of my employment (a) to stop doing business with or through the Company, or (b) to do business with any other person, firm, partnership, corporation or other entity that provides products or services materially similar to or competitive with those provided by the Company, as I understand that the actual or potential customers of the company are confidential information hence I should keep the same secret and should not disclose the same to any third party nor use the same information to derive or provide to any third person any independent economic value in conflict with the interest of the company.
- k. That while working with the company, I will acquire the knowledge of the knowhow of performing and delivering the services to the customers of the company. Further I understand that this knowhow is the trade secret of the company which needs to be kept confidential and should not disclose the same to any third party nor use the same information to derive or provide to any third person any independent economic value in conflict with the interest of the company. Therefore for a two year period following the termination of my employment for any reason or without reason, i shall not in any capacity (whether in the capacity as an employee, officer, director, partner, manager, consultant, agent or owner (other than a minority shareholder or other equity interest of not more than 1% of a company whose equity interests are publicly traded on a nationally recognized stock exchange or over-the-counter), directly or indirectly advise, manage, render or perform services to or for any Customers (parents, subsidiaries, affiliates, related entities, joint ventures and each of its and their predecessors, successors and also include any change of name if taken place in future) or potential customers of the company existing at the date of termination of my employment.
- l. During my employment at the Company and (with respect to employment or affiliation involving products or services competitive with those of the Company) and for one (1) year after termination of employment, I shall not, directly or indirectly, induce or attempt to induce any employee of the Company to accept employment or affiliation with another firm or entity of which I am an employee, owner, partner or consultant.
- m. During my employment hereunder, I shall not engage, directly or indirectly, as an employee, officer, director, partner, manager, consultant, agent, owner (other than a minority shareholder or other equity interest of not more than 1% of a company whose equity interests are publicly traded on a nationally recognized stock exchange or over-the-counter) or in any other capacity, in any activity that is competitive with any business or undertaking in which the Company or any of its subsidiaries is engaged or is contemplating engaging. *Subsequent to Employment:* For a two year period following the termination of my employment for any reason or without reason, i shall not in any capacity (whether in the capacity as an employee, officer, director, partner, manager, consultant, agent or owner (other than a minority shareholder or other equity interest of not more than 1% of a company whose equity interests are publicly traded on a nationally recognized stock exchange or over-the-counter), directly or indirectly advise, manage, render or perform services to or for any person or entity which is engaged in activity that is competitive with any business or undertaking in which the Company is engaged or, during my employment, was contemplating engaging. This paragraph shall apply within any geographical location where

VERDANTIS TECHNOLOGIES PRIVATE LIMITED

P & S Corporate House, Plot No A/56, Road No 1, Behind Tunga International,

MIDC, Andheri (East), Mumbai No 400093.

Employment Terms & Conditions

EMPLOYEE'S

LAST NAME:

FIRST NAME: VIKAS

MIDDLE INITIAL:

For the clauses mentioned herein below the meaning of the words "inventions", "works" and "confidential information" shall mean and include the following definition respectively.

"Inventions" means any new or useful art, discovery, new contribution, finding or improvement (including without limitation any technology, computer programs, test, concept, idea, apparatus, device, mechanism, equipment, machinery, process, method, composition of matter, formula or technique), whether or not patentable, and all know-how related thereto, that has been made, created, developed, written or conceived by me (i) in the course of my employment, (ii) relating to the actual or anticipated business of the Company, or (iii) with the use of the Company's time, material, proprietary information or facilities.

"Works" means any materials for which copyright protection may be obtained, including without limitation computer programs (including designs, pseudo-code, prototypes, blueprints, internet software and applets) that has been made, created, developed, written or conceived by me (i) in the course of my employment, (ii) relating to the actual or anticipated business of the Company, or (iii) with the use of the company's time, material, proprietary information or facilities.

"Confidential Information" means information (i) disclosed to or known by me as a consequence of my employment with the Company, (ii) not generally known to others outside the Company, and (iii) which relates to the trade secrets or otherwise to the research, development efforts and methodologies, testing, engineering, manufacturing, marketing, sales, finances or operations (including without limitation any processes, formulae, methods, techniques, devices, know-how, manufacturing processes, customer lists, sales statistics, tactics and projections, marketing strategies and plans, and personnel information or data) of the Company or of any other party including but not limited to customers existing or old, prospects, partners, vendors, distributors, licensors which has entrusted such information to the Company in confidence.

- c. I hereby assign to the Company all of my rights in all Inventions, and in all Works to the extent such Works may not, by operation of law, be works made for hire.
- d. I will give the Company all assistance it reasonably requires to perfect, protect, and use its rights to Inventions and Works. In particular, I will sign all documents, do all things, and supply all information that the Company considers necessary or desirable to transfer or record the transfer of my entire right, title and interest in Inventions and Works; and to enable the Company to obtain patent, copyright, or other legal protection for Inventions and Works. Any out-of-pocket expenses will be paid by the Company.
- e. An invention for which none of the Company's equipment, supplies, facilities, or Confidential Information was used and which was developed entirely on my own time is exempted from these terms and conditions so long as it: (a) does not relate in any way to the Company's business, or to the Company's actual or demonstrably anticipated research and development; and (b) does not result in any way from my work for the Company.
- f. I will never disclose orally, electronically or in any other manner or use any of the Confidential Information for the benefit of myself or another, unless directed or authorized in writing by the Company to do so.
- g. I understand that if I possess any proprietary information of another person or company as a result of prior employment or otherwise, the Company expects and requires that I will honor any and all legal obligations that I have to that person or company with respect to proprietary information, and I will refrain from any unauthorized use or disclosure of such information. I hereby declare that during the course of my employment with Verdantis (I) I shall not directly or indirectly transmit, compile, decompile nor store as soft copy or hard copy within the computer system or network of Verdantis any confidential information of my previous organization (II) I shall not bring or carry any confidential information of my previous organization in any other storage medium as soft copy or as hard copy. I further declare that there are no restrictive or conflicting covenants in my previous organization's employment terms and conditions which restrict me to join this Company or conflicts to perform the services for this company. "Previous organization" as referred in this clause shall mean to include all those organization (before joining Company/Verdantis' employment) which the employee might have directly or indirectly served whether in the capacity as an employee, officer, director, partner, manager, consultant, agent or owner (other than a minority shareholder or other equity interest of not more than 1% of a company whose equity interests are publicly traded on a nationally recognized stock exchange or over-the-counter)
- h. All documents and other tangible property relating in any way to the business of the Company are the exclusive property of the Company (even if I authored or created them). I agree to return all such documents and tangible property to the Company upon termination of employment or at such earlier time as the Company may request me to do so.
- i. During my employment, neither I nor members of my immediate family will have financial investments or other interests or relationships with the Company's customers, suppliers or competitors which might impair my independence of judgment on behalf of the Company. I also agree not to engage in any competitive activity against the Company, and will avoid any outside activity that could adversely affect the independence and objectivity of my judgment interfere with the timely and effective performance of my duties and responsibilities to the Company, discredit the Company or otherwise conflict with the Company's best interests.

1. You shall be responsible to perform such jobs within the company as may be directed by the management.
2. You will join us as a Confirmed Employee.
3. You will be liable to be transferred to any department, office or establishment forming part of our organization, or any sister concern to our organization in existence, or which may come into existence in future anywhere in India.
4. You will not, without our previous written permission, carry on any business, trade or profession, or enter for any part of your time, in any capacity, the services of or be employed by any other firm, company, or person. You will devote your full time and attention to your duties to promote the interests of our organization.
5. The company reserves the right to terminate the employment by giving two months' notice in writing or payment of the said period, salary thereof.
6. You shall have the right to terminate this employment only upon serving two months' notice period.
7. Your absence for a continuous period of eight days or more (including absence when on leave though applied for and not granted, or not serving the requisite notice period) would make you lose your lien on the job and your services shall automatically come to an end without any notice or intimation to you by the management and you shall be termed as absconded employee. The management will presume that you have abandoned the employment and absconded on your own accord without serving the requisite notice period and this act of yours shall be construed as one of the material breach of this agreement and you shall be liable to indemnify the company for any loss caused to the company, and not limited to only two month's salary in lieu of notice for abandoning service in such a manner and no payment will be made by the company whatsoever.
8. Leave salary will be paid according to the rules of the company.
9. You will not give to any person or persons, by word of mouth or otherwise, any particulars or details of our technical know-how (including computer data in any form), security arrangements, administrative and/or organizational matters in tangible or non-tangible form, whether confidential, secret or otherwise, either during the employment with us or afterwards, which you acquire during the course of your employment.
10. You will abide by the Company' rules and regulations, code of conduct, disciplinary policy applicable to you as employee of the company, which are in force for the time being or may be framed from time to time.
11. If at any time during your employment you will be found guilty of any act of misconduct or any willful breach or continuous negligence in the terms of this appointment or deliberately made loss to the company, or dereliction of duties, disobedience of the instructions given to you from time to time, the management may, without notice, put an end to your service and terminate the employment with the company.
12. You shall inform in writing to the Company any change of your address of residence or correspondence.
13. In order for Verdantis Technologies Pvt. Ltd. and its direct and indirect affiliates, subsidiaries (herein collectively referred to as the "Company") to maintain a competitive edge, the Company must protect its inventions, discoveries, works of authorship and its proprietary technical and business information. Therefore the employee further agree as follows:
 - a. I will promptly disclose to the Company in writing, all Inventions and Works which are conceived, made, discovered, written or created by me alone or jointly with someone else on the Company's time or on my own time, while I am employed by the Company.
 - b. All Works created by me, alone or with others, shall be deemed "works made for hire" under the copyright laws and shall be owned by the Company.

the Company produces, sells or markets its goods and services at the time of termination of my employment with the Company or within a one-year period prior to such termination.

A provision of these terms and conditions is held invalid by a court of competent jurisdiction, the remaining provisions will nonetheless be enforceable according to their terms. Further, if any provision is held to be overbroad as written that provision shall be considered to be amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and enforced as amended. The Company may assign its rights under these terms and conditions to any successor, whether by merger, consolidation, sale of assets, or otherwise. This terms and conditions shall be binding whether it is between me and the Company or between me and any successor or assigns of the Company.

Nothing in these terms and conditions prevents or limits my right to terminate my employment at any time for any reason, and nothing in these terms and conditions prevents or limits the Company from terminating my employment at any time for any reason. You understand and agree that there exist no promises or guarantees of permanent employment or employment for any specified term by the Company.

This employment terms and conditions shall be governed by and construed in accordance with the laws of India, without reference to conflict of laws and principles. Any disputes under this employment terms and conditions shall be subject to the exclusive jurisdiction and venue of the Courts of Mumbai, and the parties hereby consent to the personal and exclusive jurisdiction and venue of these Courts. You understand that this employment terms and conditions contains the entire terms and conditions and understanding between you and the Company and me with respect to the provisions contained in these employment terms and conditions, and that all representations, promises, agreements, or understandings, written or oral, relating hereto which are not contained in this employment terms and conditions will be of no force or effect. No change or modification of this employment terms and conditions will be valid or binding unless it is in writing and signed by the party against whom a change or modification is sought to be enforced. You further understand that even if the Company waives or fails to enforce any provision of these employment terms and conditions in one instance that will not constitute a waiver of any other provisions of employment terms and conditions at this time, or a waiver of that provision at any other time.

I accept all the above mentioned employment terms and conditions with free consent

::

L&T Infotech-Confidential

Larsen & Toubro Infotech Ltd

L&T Powai Campus, Saki Vihar Road, Powai , Mumbai 400072, India

T+9122 6776 6776 F+91 22 2858 1615/1592/6776 6004 www.LntInfotech.com

Registered Office
L&T House, Ballard Estate
Mumbai 400 001, India



On successful completion of training, you will be posted/transferred to any of our proposed SEZ/Customer Sites across India. In case the location has a location specific allowance , the same will be made applicable to you as per Company Policy.

Your employment will be governed by the rules , regulations and policies of the Company.

If the above stated terms are acceptable to you, kindly take a print, sign and send this Offer of Intent within thirty(30) days from the date of issue. If we do not receive your acceptance within thirty (30) days, this Offer of Intent will be deemed to have been rejected by you.

Kindly register yourself and address all your correspondence/queries on our "CampBuzz Portal".

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

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

Joji Varghese

Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature

Date

Encl:Annexure

L&T Infotech Confidential



Date : December 09, 2014

Ref : L&T Infotech/HR/Campus/2015

Name : Ishtpreet Kaur

College: APJIMTC JALANDHAR

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of **Software Application Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Please note this offer is not an offer or offer of employment or a legally binding contract of employment. The contents of this Offer are strictly between you and L&T Infotech. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Total of not more than 4 Reattempts/ ATKTs/ Backlogs/ Arrears during graduation and post-graduation
- Passing the final semester examination of post graduation in the first attempt
- Securing 60% and above in SSC, HSC and /or Diploma, graduation
- Being found medically fit by an authorized doctor and authorizing no significant medical history
- Submitting a Service Agreement agreeing to serve the company for a period of 2 years from the date of commencement of training, delivering good performance from the day of joining, with no waivers
- Submitting all necessary documents at the time of joining
- Not more than 26 years of age as on 1st July 2015
- At the time of joining the candidate should meet the above mentioned eligibility criteria with no standing ATKTs / Backlogs/ Arrears

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history , L&T Infotech reserves the right to revoke this Offer of Intent without any notice. This Offer is also contingent upon us working together to determine an appropriate start date for your employment. The training is for a period of one year comprising of class-room/on the job training. The date of commencement of training and venue for reporting will be intimated to you one month in advance.

You will be continuously assessed during your training. If you do not complete the class room/on the job training to our satisfaction, your appointment automatically stands cancelled. This will be considered as breakage of service agreement and you will need to pay the amount mentioned.

During the period of training, your stipend will be as per the Annexure attached.

The Company provides limited shared accommodation to all outstation candidates , as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

Gmail hemant.kumar@icicisecurities.com

6 of 18

CAMPUS NAME	CAMPUS LOCATION	CAMPUS DRIVE DATE	NAME OF CANDIDATE
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ARZOO SHARMA
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ABHISHEK RANA
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ABHILASH KUMAR
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	SHEETAL

We will dispatch the offer letter for the selected student to you. Kindly handover the original copy and send us an acknowledgement of the offer acceptance on mail as earliest. Please also note that the final offer letter along with all terms and condition of employment will be issued to the selected student at the time of Induction/joining process.

Please provide us with the tentative month of exam completion so that we can plan the joining accordingly.

We will send mail regarding induction program & date of joining to you at least 15 days in advance so that candidates can make necessary arrangements.

For any further clarification please feel free to get back to me.

--
Thanks&Regards
Neha Khanna
Human Resource||Icici Securities||B-23 second floor
lajpat nagar-2||opp.Metro pillar no9||above dewan bajaj.

Contact: 011-40575202

Activate Windows
Go to Settings to activate Windows

NEHA KHANNA <neha.khanna@ext.icicisecurities.com>
to PLACEMENTS.APJIM, Hemant, Pallavi, Jeetendra

Sat, Dec 24, 2016, 12:27 PM

Dear Mr. Varun,

Please note that, We have been managed to select the under mentioned student as Management Trainee from your institute on dated 23rd December,2016.

Kindly arrange to send the soft copy resume along with the Pan card as earliest to process the final offer letter and also block this student for ICICI Securities Ltd.

CAMPUS NAME	CAMPUS LOCATION	CAMPUS DRIVE DATE	NAME OF CANDIDATE
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ARZOO SHARMA
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ABHISHEK RANA
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	ABHILASH KUMAR
APEEJAY INSTITITUE OF MANAGEMENT	JALANDHAR	23.DEC.2016	SHEETAL

We will dispatch the offer letter for the selected student to you. Kindly handover the original copy and send us an acknowledgement of the offer acceptance on mail as earliest. Please also note that the final offer letter along with all terms and condition of employment will be issued to the selected student at the time of Induction/joining process.

Please provide us with the tentative month of exam completion so that we can plan the joining accordingly.

We will send mail regarding induction program & date of joining to you at least 15 days in advance so that candidates can make necessary arrangements.

For any further clarification please feel free to get back to me.

--

Activate Windows
Go to Settings to activate Windows



ouseph.antony@mrfmail.com

Tue, Jun 13, 2017, 10:07 AM

to me, placement, rohit.sehgal, placements.asm, jobbin.sebastian, chackojacob.v

Pls. note that following 9 students have to join on 3rd July 2017 in Chennai.

Sl No	Name	Campus	State of Origin	Result
1	DANISH ILLAHI	CGC	Jammu & Kashmir	Selected
2	Ranjot Singh	CGC	Punjab	Selected
3	Ashish sharma	CGC	Pathankot	Selected
4	Muksit Nadeem	CGC	Jammu & Kashmir	Selected
5	Amit Sharma	APEEJAY - DWRK	Haryana	Selected
6	Rohan Jolly	APEEJAY - DWRK	Uttarakhand	Selected
7	Ravi Sharma	APEEJAY - DWRK	Uttar Pradesh	Selected
8	Priyajoti Das	IMSG	West Bengal	Selected
9	Prince Kumar	APEEJAY - JAL	Punjab	Selected

You may advise each one of them to book their ticket in 3 AC to reach in Chennai either on 2nd July evening or 3rd July morning before 9 am.

They will have to undergo an induction programme for 1 week in Chennai and thereafter, they will join for six weeks field training programme

Onward Ticket fare will be reimbursed from the company and hotel accommodation during induction shall be arranged at our end

A detailed mail in this regard will be sent soon.

Pls. advise students to carry the travel reimbursement form duly filled up along with a cancelled cheque leaf while joining on 3rd July

With Regards

Ouseph Antony | Corporate Manager - HR (Sales & Marketing)

Tel.No. +91 - 44 - 28292777 Extn: 520

Activate Windows
Go to Settings to activate Windows

Disclaimer: This communication (including any attachments) is for the use of the intended recipient(s) only and may contain information that is confidential, privileged or otherwise legally protected. Any unauthorized use or

ICICI Bank placements - Selected candidate list Inbox x

Vipin Mehra /HRMG/IBANK/DLI <vipin.mehra@icicibank.com>
to me, Chetna, Mahak, Aman

Jan 18, 2018, 6:26 PM

Dear Mr Varun,

With reference to the campus drive conducted on January 11, 2018. We are delighted to inform you that we have selected 11 students from your campus.

Kindly communicate the same to students so that they don't participate further in any other campus drive.

We will be rolling out their offers in due course of time with expected joining after April 2018.

S no	Name
1	Akanksha Saini
2	Divyanshu sharma
3	Jaspreet Mehmi
4	Jatin Arora
5	Maninder Singh
6	Megha Prajapat
7	Nitika
8	PRIYANKA SHARMA
9	Riya Jain
10	SHALOO JASWAL
11	SHIFALI AGGARWAL

Regards

Vipin Mehra

Activate Windows
Go to Settings to activate Windows.

Ravineet Kaur Judge /HR NO/ICICIPRU/Chand <ravineet.judge@iciciprulife.com> to me

Mon, Oct 23, 2017, 3:28 PM

Hi Varun,

As discussed, we have selected two students for final placement with ICICI Prudential, the details are as below:

- Vikash Kumar
- Ujjawal Babbar

Regards,
Ravineet Kaur,
Human Resources,
ICICI Prudential Life Insurance Co. Ltd.

+91-9888441642

From: Apeejay Institute of Management Technical Campus Jalandhar [mailto:placements.apjim@gmail.com]
Sent: Saturday, September 30, 2017 11:25 AM

Apeejay Institute of Management Technical Campus <placements.apjim@gmail.com> to Ravineet

Mon, Mar 19, 2018, 2:08 PM

Dear Ms Ravneet,

Activate Windows
Go to Settings to activate Windows.
Show all

Pls. note that following students from your campus have to join us on 6th Aug. 2018.

ouseph.antony@mrfmail.com to prv_02, placement_cell, me, madhumgr6, arpanaboodle, placement, shefali, preethi, jobbin.sebastian, chackojacob.v

Fri, Jun 1, 2018, 10:12 AM

Hii
Pls. note that following students from your campus have to join us on 6th Aug. 2018.

S N	Name	State of Origin	Campus	Date of Joining
1	Paban Sharma	Assam	EIILM, Cal	06-08-2018
2	Akshay Kumar Jaiswal	Uttar Pradesh	AIM, Cal	06-08-2018
3	Mukesh Bishnoi	Rajasthan	AIM, Cal	06-08-2018
4	Pankaj Kumar Pandey	Uttarakhand	AIM, Cal	06-08-2018
5	Saurabh Pandey	Uttar Pradesh	AIM, Cal	06-08-2018
6	Sourabh Jagtap	Madhya Pradesh	AIM, Cal	06-08-2018
7	Sanjay Kumar	Punjab	APEEJAY, Jal	06-08-2018
8	Mandeep Singh Chopra	Punjab	APEEJAY, Jal	06-08-2018
9	Karthikeyan M	Tamil Nadu	SRM ESWARI, Mas	06-08-2018
10	Parimal Vasantrao Waghmare	Maharashtra	INDIRA, Pun	06-08-2018
11	Ankit Yadav	Uttar Pradesh	PSIT, Kan	06-08-2018
12	Irappa Kumbhar	Karnataka	St. Aloysius College, Man	06-08-2018
13	Jithin Kulangara Joy	Andhra Pradesh	St. Aloysius College, Man	06-08-2018
14	Jugil Joseph	Kerala	St. Aloysius College, Man	06-08-2018

They will have one week induction programme at our Head Office, Chennai and thereafter they will be joining for six weeks field training at sales offices.

During induction, hotel accommodation will be arranged by company from 5th Aug. evening onwards.

Activate Windows
Go to Settings to activate Windows.
Show all

Jaspreet.Kaur7@hdfcbank.com
to me, Preeti.Toshniwal

Thu, Nov 29, 2018, 3:12 PM

Dear Training Placement Officer,

PFB the names of the candidates who are been offered PPO from HDFC Bank.

Also please help us in the confirmations on the pendency cases by today 5 PM so that we can inform the respective HR's to roll out the offers.

Applicant ID	Candidate Name	Email ID	Contact No.	Institute Name	College City	College State	PPO Acceptance
52591690	Tarun sharma	TASHARMA23@OUTLOOK.COM	8437222795	Apeejay College of Management Technical Campus, Jalandhar	Jalandhar	Punjab	Offer Accepted
	Shivam mittra	shivammitra@gmail.com	7508298535	Apeejay College of Management Technical Campus, Jalandhar	Jalandhar	Punjab	

Best Regards,

Jaspreet Kaur | HDFC BANK 9th floor, Lodha I think Techno Campus,
Talent Acquisition | Kanjurmarg (E) ,Mumbai - 400 042, Contact No : 022-30751125



HDFC Bank officials or representatives will NEVER ask you for your personal information i.e. your card details, passwords, PIN, CVV, OTP etc. DO NOT share these details with anyone over phone, SMS or email

To read more about secure banking http://www.hdfcbank.com/aboutus/security/security_tips.htm

Activate Windows
Go to Settings to activate Windows

Shortlisted Candidates for Jalandhar Store Inbox x

Shikhar.Gaur@ril.com
to me

Tue, Jun 4, 3:27 PM

Dear Varun Nayyar,

We are pleased to inform that the following candidate from your institute- Apeejay Institute of Management - has been shortlisted for the role of Fashion Consultants for our Jalandhar Store at Lajpat Nagar based on their interviews conducted on 31st May 2019:

1. Ridhi Aggarwal

The candidate needs to get their registration done at our store and required to carry the following documents regarding the same:

- 1) Education Documents - Copy of 10+2, Graduation / Post Graduation
- 2) Aadhar Card
- 3) PAN Card
- 4) Cancelled Cheque
- 5) General Medical Fitness Certificate from a MBBS doctor
- 6) Passport Size Photographs

Post their successful registration basis the documents submission we will be generating their Offer Letter and initiate the onboarding process.

Kindly specify their joining availability and ask the student to complete the registration at the earliest.

Activate Windows
Go to Settings to activate Windows.
Show all

Request you to confirm their date of joining and also please help us ensure their on-time joining's.

Sr. No.	Zone	City	Name of the candidates	Gender	Empl/Intern	Mob no.	College Name	Course	Campus date	Name of the Interviewers	Expected date of joining	Store Location	Stipend be offer (interns)
1	North	Jalandhar	MEHAK VIRK	FEMALE	Employee	9888506506	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	LUD,CHD,DELHI	NA
2	North	Jalandhar	SANIA	FEMALE	Employee	9780006917	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	LUD,JAL,CHD	NA
3	North	Jalandhar	ANKITA CHOPRA	FEMALE	Employee	9530600041	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	CHD,JAL,LUD	NA
4	North	Jalandhar	DIKSHA JAGGI	FEMALE	Employee	9878273875	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	PAN INDIA	NA
5	North	Jalandhar	DIKSHA KHURANA	FEMALE	INTERN	9024930007	APEEJAY	B.TECH	14-Sep	Gurpreet & Simerdeep	1-Jun-19	CHD	10K
6	North	Jalandhar	ARTI	FEMALE	INTERN	9872695561	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	CHD,PUNJAB	10K

Regards,
Ananya

From: Ananya Mitra [mailto:ananya.mitra@th-india.com]

Gmail

← [Icons] → [Settings]

Ananya Mitra <ananya.mitra@th-india.com> Fri, Oct 5, 2018, 8:46 PM
 to gurpreet.cheema, simerdeep.kaur, me, Neha, careers ▾

Dear Varun,

Below are the details of the selected student. The students can reach out to Mr Gurpreet/ Ms Simer and us (HR) for any further query.

Request you to confirm their date of joining and also please help us ensure their on-time joining's.

Sr. No.	Zone	City	Name of the candidates	Gender	Empl/Intern	Mob no.	College Name	Course	Campus date	Name of the Interviewers	Expected date of joining	Store Location	Stipend to be offered (interns)
1	North	Jalandhar	MEHAK VIRK	FEMALE	Employee	9888506506	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	LUD,CHD,DELHI	NA
2	North	Jalandhar	SANIA	FEMALE	Employee	9780006917	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	LUD,JAL,CHD	NA
3	North	Jalandhar	ANKITA CHOPRA	FEMALE	Employee	9530600041	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	CHD,JAL,LUD	NA
4	North	Jalandhar	DIKSHA JAGGI	FEMALE	Employee	9878273875	APEEJAY	MBA	14-Sep	Gurpreet & Simerdeep	1-Jun-19	PAN INDIA	NA
5	North	Jalandhar	DIKSHA KHURANA	FEMALE	INTERN	9024930007	APEEJAY	<u>B.TECH</u>	14-Sep	Gurpreet & Simerdeep	1-Jun-19	CHD	10K

Terms and Conditions for selected candidates

1. The candidate must complete his/her Degree by the Joining Date.(Except for 2014 batch)
2. The candidate must have sound knowledge of HTML, CSS, JavaScript, PHP, My SQL, SEO and CMS (Wordpress, Joomla, and Magento) at the time of joining.
3. The Candidate must be ready to work at any location allotted by Company.
4. There will be Bond Agreement of One year for the Employee.
5. If Candidate fails to perform for two consecutive weeks his/her job may be terminated by company without any notice and payment. This is applicable for all the designation at all departments.

The Following documents have to be submitted at office address mentioned at the footer of this page.

- Sign and return this page along with all mark sheets till date
- ID Proof
- Address Proof
- Updated Resume with all Contact Details

For Candidate

I Accept all the above stated terms a blind conditions.

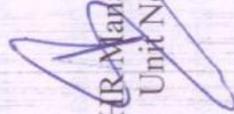
Candidate Name _____

Candidate Signature _____

Date: _____

Rest of the details will be informed to candidates at the time of joining. I am looking forward to working with you.

Sincerely,


HR Manager
Unit Nexus

UNIT NEXUS

2nd Floor, Above SBI, Patiala Road, Zirakpur
URL : www.unitnexus.com
E-mail : info@unitnexus.com
Work : 01762-530664, 92161-90365

unitnexus
COMPLETE WEB SOLUTIONS

Ref. No. : UNPL/2013/APJ/AF.....

Date : 8TH NOV. 2013

Offer Letter

Dear _____ Annu _____

Warm Welcome to Unit Nexus family.

I am Pleased to inform you that you are selected for the post of Junior Developer. For this, you have to join and report at Company Office at your Joining Date given over this offer letter.

You will be on Probation Period of 6 Months. During the probation period, You will be provided internship and during internship, you have to work on Live Projects for getting stipend during probation period and after that your package will be1.8..... CTC Lac per annum if you successfully complete your probation period.

I am Pleased to offer you employment in the position of Junior Developer with Unit Nexus with one year Bond which will going to be started from the same date of your joining. The security for this bond is your Academic Documents which will be return after one year as mentioned over the Bond Agreement which will be signed by employee at the time of joining.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment for this program me as a Junior Developer will commence on

.... 30th, December, 2013

Regular performance review will be conducted to assess your performance and suitability during the training period. Your continued employment at Unit Nexus is dependent on your successful completion the training period.

Your salary shall be reviewed after a period of 6 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

During the probation period you are require to work over the company's projects only. If you are not able to do so then you will not be entertained with the company's benefits.

Shreya1 Bhatia <Shreya1.Bhatia@axisbank.com>
to me, Anuj, Manish84

Sat, Feb 16, 10:27 AM

Dear Sir/Ma'am,

We submit below Final result of shortlisted candidates who appeared for an interview on 13/02/2019 at DAV University, Jalandhar.

S.no.	Name	Email Id	Status
1	Kajal Sikka	kajalsikka41@gmail.com	Selected
2	Dapinder Singh	dapinder33.jutla@gmail.com	Selected
3	Vaishali	vaishalia959@gmail.com	Selected
4	Harleen Kaur	harleen.maini96@gmail.com	Selected
5	Rahul	toorahul79@gmail.com	Selected

Pls note:

- 1) Students will be taken onboard with subject to clearance of last semester MBA exam.
- 2) Appointment letter shall be issued to shortlisted candidates 1 week before their joinings.
- 3) On boarding of shortlisted candidates will be in staggered way starting from July 2019 till October 2019 as per vacancies

Activate Windows
Go to Settings to activate Windows.
Show all

Sheetal Narvekar <sheetal.narvekar@capitalfirst.com> Thu, Nov 22, 2018, 6:08 PM ☆ ↶ ⋮

to Servicedelivery_cl, Rachit, Kamalpreet, Alfred, me

Hi,

Please find below list of selected students at campus-

Sr #	Location	Job Role	Candidate Name	College Name
1	LUDHIANA	Sales Manager	Brahamjot Singh	AIMTC Jalandhar - Apeejay Institute of Management Technical Campus - Jalandhar
2	JALANDHAR	Sales Manager	Ajay kumar	AIMTC Jalandhar - Apeejay Institute of Management Technical Campus - Jalandhar
3	Chandigarh	Sales Manager	Shradha lamba	AIMTC Jalandhar - Apeejay Institute of Management Technical Campus - Jalandhar

Regards,

 **Sheetal Narvekar** | Manager – Resourcing (HR)

📞 +91-22-4610 5156 📱 Mob: +91 9819045766

📍 One Indiabulls Centre, Tower 2A & 2B, 10th Floor, Senapati Bapat Marg, Elphinstone (W) Mumbai: 400013. [\(map\)](#)

Activate Windows
Go to Settings to activate Windows.
Show all



Sheetal Narvekar <sheetal.narvekar@capitalfirst.com> Wed, Nov 28, 2018, 10:53 AM

to me, Servicedelivery_cl, Rachit, Kamalpreet, Alfred

Hi,

Please find below additional selection details-

Sr #	Location	Job Role	Candidate Name	College Name
1	Zirakpur	Sales Manager - MT	NIDHI RAI	AIMTC Jalandhar - Apeejay Institute of Management Technical Campus - Jalandhar

Regards,

Apeejay Institute of Management Technical Campus <placements.apjim@gmail.com> Fri, Nov 30, 2018, 10:19 AM

Dear Mam,



Ref. No.: PACT/HRD/AJS189

Dated: 27-09-2013

Ms. Anjali Sharma
540-L Model Town, Jalandhar City,
Punjab-144003

Subject: Offer Letter

Dear Anjali,

We are pleased to inform you through this Offer letter that you are being selected for the post of Associate Software Engineer as a Trainee. The selection for which was done In the Campus Drive held at **Apeejay Institute of Management Technical Campus**, Punjab, is subject to provision that you have to successfully complete your academic qualification and fulfill other requirements. This letter is intended only as an overview of the potential from PACT Solutions Pvt. Ltd.

The detailed terms and conditions will be contained in the Appointment Letter which may be issued by the company end may contain additional provisions to those as:

- Your initial place of work shall be at the company's discretion and can be at any PACT Solutions locations.
- You will be under probation period for 3 months.
- You will be required to bring the following documents at the time of joining:
 - Original copy of this letter.
 - Original and one photocopy of all your academic documents.

This expression of interest shall remain valid till 15 January 2014.

On Submission of the above mentioned documents, the company may issue you an Appointment Letter with details of all services, terms and conditions and salary structure which would vary from 1.50 to 2.80 Lakh/per annum depending upon your performance and Technology after completion of your academics.

Congratulating you on your success.

Yours Sincerely

HR & Admin Personnel
PACT Solutions Pvt. Ltd.



PACT Solutions Pvt. Ltd.

S.C.O. 146-147, Level-II, Sec. 34A, Chandigarh (UT) – 160031, INDIA

Contact No.: 0172-4014813

www.pact-solutions.com, info@pact-solutions.com



Ref. No.: PACT/HRD/MDK190

Dated: 27-09-2013

Ms. Mandeep Kaur
Mansa Devi Nagar , Near Balram Saw Mill
P.o. Satnampura, Phagwara , Distt. Kapurthala ,
Punjab-144402

Subject: Offer Letter

Dear Mandeep,

We are pleased to inform you through this Offer letter that you are being selected for the post of Associate Software Engineer as a Trainee. The selection for which was done In the Campus Drive held at **Apeejay Institute of Management Technical Campus**, Punjab, is subject to provision that you have to successfully complete your academic qualification and fulfill other requirements. This letter is intended only as an overview of the potential from PACT Solutions Pvt. Ltd.

The detailed terms and conditions will be contained in the Appointment Letter which may be issued by the company end may contain additional provisions to those as:

- Your initial place of work shall be at the company's discretion and can be at any PACT Solutions locations.
- You will be under probation period for 3 months.
- You will be required to bring the following documents at the time of joining:
 - Original copy of this letter.
 - Original and one photocopy of all your academic documents.

This expression of interest shall remain valid till 15 January 2014.

On Submission of the above mentioned documents, the company may issue you an Appointment Letter with details of all services, terms and conditions and salary structure which would vary from 1.50 to 2.80 Lakh/per annum depending upon your performance and Technology after completion of your academics.

Congratulating you on your success.

Yours Sincerely

HR & Admin Personnel
PACT Solutions Pvt. Ltd.



PACT Solutions Pvt. Ltd.

S.C.O. 146-147, Level-II, Sec. 34A, Chandigarh (UT) – 160031, INDIA

Contact No.: 0172-4014813

www.pact-solutions.com, info@pact-solutions.com

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Pallavi Chib)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018



Mr. Pankesh
Apeejay Institute of Management
Jalandhar

08-05-2019

SBIL-Gene-47360

Offer Letter: Senior Associate

Dear Pankesh,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

Pankesh



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For clarifications, please feel free to contact **Ashish Bhatti** at **8528908600** or e-mail at hr_chd@sbi-life.com.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Pankesh, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature: *Pankesh*

Date: *12 May 2019*



SBI Life

INSURANCE

With Us, You're Sure

Salary Sheet	
Name	Pankesh
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 20 lakhs.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

Pankesh



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Pankesh declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- | | |
|--------------------------------------|--------------------------|
| Hypertension | <input type="checkbox"/> |
| Pulmonary Disease | <input type="checkbox"/> |
| Tuberculosis | <input type="checkbox"/> |
| Cancer | <input type="checkbox"/> |
| Rheumatic Joint Diseases or symptoms | <input type="checkbox"/> |
| Asthma | <input type="checkbox"/> |
| Mental Stress | <input type="checkbox"/> |
| Others (Please specify) | <input type="text"/> |

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

Pankesh
(Signature of the candidate)

Date: 12 May 2019

Place: Jalandhar

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Pinki gupta)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018



ADVISORY ON WEALTH CREATION & FINANCIAL PLANNING

Employment Offer Letter

Date: 23rd November 2016

To,

Preeti Saini

Apeejay Institute of Management Technical Campus, Jalandhar

Dear Preeti,

Pursuant to your application and subsequent rounds of interview, we are pleased to offer you the position of **Financial Planning Manager** at our organization in **Band 19**. You will be required to undertake your duties from **21st February, 2017**.

Your starting CTC will be **Rs. 5.13 Lacs per annum** of which Rs. 2.88 Lacs will be your guaranteed component and Rs. 2.25 Lacs will be performance linked incentives. You will be eligible for appraisals from time to time as per the organization's policies.

Please note that you will be provided with a formal appointment letter upon your joining and will remain under probation for a period of 90 days from your joining date.

We wish you all the best and look forward to having you on board with FinEdge!

Warm regards,

Harsh Gahlaut

Chief Executive Officer

FinEdge Advisory Private Limited

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Prince Kumar)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Priya .)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Priyanka Arora)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018



SBI Life
INSURANCE
With Us, You're Sure

Ms. Rajni
Apeejay Institute of Management
JALANDHAR

09-05-2019

SLL-Gene-07358

Offer Letter: Senior Associate

Dear Rajni,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be **Rs.3,00,000/- (Rupees Three Lakhs only) p.a.** on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



SBI Life
INSURANCE
With Us, You're Sure

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For clarifications, please feel free to contact Ashish Bhatti at 8538908640 or e-mail at hr_chd@sbi-life.com.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Rajni, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature: *Rajni*

Date: 12 May 2019



Salary Sheet

Name	Rajni
Designation	Senior Associate

Salary Component	Amnt per month (Rs)	Amnt per annum (Rs)	Remarks
Basic Salary	11,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	24,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	461	5,569	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,661	20,009	
Fixed Compensation (A+B)	25,980	308,800	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse up to two children and dependent parents up to ceiling of Rs 3 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh.
- Group Life Insurance coverage of Rs 20 lakhs.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



SBI Life
INSURANCE
With Us, You're Sure

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Rajni declare that;

- 1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

- 2) I suffer / have suffered from (tick whichever is applicable):

Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

Rajni
(Signature of the candidate)

Date: 12 May 2019

Place: Jalandhar, PunJab

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. rajwinder kaur)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Rakshita Goyal)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

11-Jul-2017

Result - Placement Drive by Prolifics Corporation Ltd.

We congratulate all the students who have been shortlisted for the next process for **Prolifics Corporation Ltd** during the joint campus placement drive held on **27th Sep 2015** at our CGC Jhanjeri campus. Please find attached herewith the names of the shortlisted students

Note:

1. Interview Date : 28th Sep 2015 @ 8:30am
2. Venue : CGC Jhanjeri
3. Carry your Curriculum Vitae, Passport and Full size photograph, SSC, Inter and Semester wise B.Tech Originals and Xerox copies. (No need to submit any Originals now, just for cross checking)

List

Sr.no.	Student Name	Email Id
1	Aakash Sood	aakashsood94@gmail.com
2	Aayushi Anand	aayushi.anand574@gmail.com
3	Abha Sharma	206abha@gmail.com
4	Abhimanyu U.Bhardwaj	abhimanyu.bhardwaj@yahoo.com
5	Abhishek Kashyap	abhishek.abhikashyap@gmail.com
6	Abhishek Thakur	atrickey93@gmail.com
7	Aditi Sharma	adisharma131@gmail.com
8	Aditya Kesar	aditya.kesar1194@gmail.com
9	Aggarwal diksha	aggarwaldiksha94@gmail.com
10	Aishwarya Pandey	aishwarya184@gmail.com
11	Akash Khatri	akashkhatri6@gmail.com
12	Akhil	akhil7626@gmail.com
13	Akshay Kumar	akshaykmr869@gmail.com
14	AMAN KAUSHIK	amankaushik94@gmail.com
15	Amandeep Singh Baveja	amansinghbaveja@gmail.com
16	ANJALI SHARMA	sharma.anjali6535@gmail.com
17	ANJUM MADAN	anjummadan249876@gmail.com
18	ANKIT ARORA	wb102591@gmail.com
19	Anmol Kumar	Anmolkumar2626@gmail.com
20	Ansh Sharma	ansh.cgctc@gmail.com
21	Anudeep Saluja	anudeep.saluja@gmail.com
22	Ashima Sahni	ashese16@yahoo.com
23	ASHISH MUDGIL	amudgil24@gmail.com
24	Avish Garg	avishgarg7@gmail.com
25	Bhrigisha	bhrigishabansal69@ymail.com
26	Bhutani Abhinav	bhutani.abhinav09@gmail.com
27	Chinkesh	chinkesh@hotmail.com
28	CHITRANSHU	chitranshumudgal96@gmail.com
29	Deepak Gupta	deepakgupta3054@gmail.com
30	Deepjot	deepjotkaur80@yahoo.com
31	Devashis Hlodh	devashishlodh@gmail.com
32	Devi Gurung	devigurung0007@gmail.com

33	Dheeraj. Arora	dheeraj.arora@outlook.com
34	Disha Sharma	er.dishasharma21@gmail.com
35	Divya	pdivya571@gmail.com
36	Ersanyam Jain	ersanyamjain@gmail.com
37	GARIMA GUPTA	garima1493@gmail.com
38	Garima.K Alia	garima.kalia@yahoo.com
39	Gurjot Kaur Chauhan	gurjotkaur25@gmail.com
40	Harish Sharma	harish5800@gmail.com
41	Harmeet Singh	harmeetarora3@gmail.com
42	Harmeet Singh	HARMEETKHARAR11@GMAIL.COM
43	Harsharandeep Kaur	harshdeep9469@gmail.com
44	Harwinder Kaur	harwinder.cu11@gmail.com
45	Hatinder Kaur	hatinderdhaliwal@gmail.com
46	Himani Lakhanpal	himanilakhanpal88@gmail.com
47	Himanshu Lal Sarkar	himanshu105@gmail.com
48	Himrashmi Gautam	sarol1997@gmail.com
49	Hitesh Sharma	shitesh524@gmail.com
50	Iram Shah	shahiram523@gmail.com
51	Ishwar Singh	er.ishwarsingh@live.com
52	Jasika Sharma	jasikasharma5@gmail.com
53	Jasmeen Ayub Kirmani	jasmeen.kirmani0@gmail.com
54	Jaspreet Kaur	preet.jas02@gmail.com
55	Jatin Jain	cooljatin3832@gmail.com
56	Jatin Sharma	jatinhgr@gmail.com
57	Joel Bansal	joelbansal1995@gmail.com
58	Kamaljit Dhadly	kamaljitdhadly@gmail.com
59	Karan Garg	garg.karan1106@gmail.com
60	Karan mInocha	karanminocha33@gmail.com
61	Kaursh Aminder	kaurshaminder00@gmail.com
62	Kaushal Khupal	khupal.kaushal94@gmail.com
63	Kirandeep Kaur	kirandeepkaur739@gmail.com
64	KOMAL MIDDHA	mail2komalmiddha@gmail.com
65	Krishna Sawhney	12bcc1019@gmail.com
66	Kunal Tulani	kunaluk5@gmail.com
67	Lalit kumar	lalitkumar7404@gmail.com
68	Lokesh Mittal	lokeshmittal56@gmail.com
69	Manjot Singh Sawhney	mjsingh.s@gmail.com
70	Manveer Singh	ms9490@gmail.com
71	ManwinDer singh	manwindersingh03@gmail.com
72	Mishika Chugh	mishikachugh@gmail.com
73	Mohit Kumar	mdhonchak010@gmail.com
74	Mukesh Kumar Pandey	pandeyrishi808@gmail.com
75	MuskaaN gupta	muskaangupta099@gmail.com
76	Muskan	mismuskan4@gmail.com
77	Nagpal Tarun	nagpaltarun503@gmail.com
78	Nand Lal	nandlal.pun12@gmail.com
79	NandkishOre Batra	nandkishore.batra@gmail.com
80	Navdeep Bhargava	ndeeep280@gmail.com

81	Naveen Saini	naveensaini11@gmail.com
82	Neha	neha07neha07@gmail.com
83	Nidhi goyAlyo	nidhigoyalyo@gmail.com
84	Nikita Bhagat	nikitabhagat.nb@gmail.com
85	Nipun Anand	NIPUN224@GMAIL.COM
86	Nishant Singla	singla.nishant726@gmail.com
87	Palak Arora	palaka3194@gmail.com
88	Palwinder Singh	palwinderkainth1993@gmail.com
89	Paras Nayyar	parasnayyar18@gmail.com
90	PARDEEP	pardeep.s.kumar@gmail.com
91	Parth Sharma	parthshrm2@gmail.com
92	Pooja Gupta	guptapooja2004@gmail.com
93	Pooja Yadav	pooja42yadav@gmail.com
94	Prasenjeet Das	prasenjeet205@yahoo.co.in
95	Prateek Kakkar	prateekkakkar23@gmail.com
96	PRINCE	singhprinceg@gmail.com
97	Priya dhiman	priyadhiman06@gmail.com
98	Priya Mehndiratta	priya.mehndiratta1794@gmail.com
99	Puneet Setia	puneetsetia13@gmail.com
100	Purnima Pallavi	purnimapallavi@gmail.com
101	Rahul Singh	rahulsinghbtech3@gmail.com
102	Raveena	ravina1234mittal@gmail.com
103	Rd sharMa	rdsharma971994@gmail.com
104	Ritika Mukheja	riyamukheja@gmail.com
105	Rohan Chaudhary	rohan007.chaudhary@gmail.com
106	Rohit Gupta	rrohitgupta228@gmail.com
107	Roma Rathi	roma.rathi17@gmail.com
108	Rupind Erkaur	rupinderkaur8936@gmail.com
109	Safia	safiassassiner@gmail.com
110	Sagar Aggarwal	sagaraggarwal3@gmail.com
111	Sahilk Amboj	sahilkamboj2057@gmail.com
112	SHALINI THAKUR	shalini.thakur@hotmail.com
113	Shankar Kumar	shankarkumar228@gmail.com
114	Shiv Gupta	sgupta.shiv@gmail.com
115	Shivam	shivamgaddh@gmail.com
116	Shivam Kapoor	shivamkapoor23@gmail.com
117	Shivam Purohit	shivampurohit7@gmail.com
118	Shivani Gupta	shivani.cgc@gmail.com
119	Shrika Ntsharma	shrikantsharma9444@gmail.com
120	Shubham	fantabulouschaudhary@gmail.com
121	Shubham Bisht	Sb1212bec1234@gmail.com
122	sidhant bansal	sidb20@gmail.com
123	Simarjot Kaur	simarjotkaur77@gmail.com
124	Smarik A	smarika741993@miet.com
125	Sonali Singal	sonalisingal23@gmail.com
126	Sourabh Rathour	sourabhrathour7@gmail.com
127	SUBHIT KUMAR CHATTERJI	shubhit11@gmail.com
128	Subodh Kumar	subodh.raj103@gmail.com

129	Sumit Kumar Mourya	sumitmaurya070@gmail.com
130	Swami AKash	swamiakash181@gmail.com
131	Tanya Bansal	tanya.bansal0801@gmail.com
132	Taranpreet Kaur	taranpreet.kaur1029@gmail.com
133	Taseer Ahmed Mirza	tasumirza@gmail.com
134	Thakur Anshul	thakuranshul25@yahoo.com
135	Vaishali Agarwal	agarwalvaishali1994@gmail.com
136	VaishaLi gupta	vaishaligupta018@gmail.com
137	VaishaLi mehta	vaishalimehta1994@gmail.com
138	Varis rahEja	varisraheja@gmail.com
139	Varsha	varshaguddu47@gmail.com
140	Varshagu Ddu	varshaguddu@gmail.com
141	Vibhor Chander	vchander888@gmail.com
142	vijay sharma	ervijay12345@gmail.com
143	Vishakha	vishakha8894@gmail.com
144	Vishal Lamba	vishallamba93@gmail.com
145	Yaman Singh	thakuryaman.cgctc@gmail.com
146	Yashik A	yashika7895@gmail.com
147	Yatin Sharma	yatinsharma17@hotmail.com
148	Yogesh Jindal	yogeshjindal1904@gmail.com
149	Yogesh Kumar	yogeshtiwari895@gmail.com
150	Zunisha	zunisha.kaler11@gmail.com

S. No.0735.....

Ref. No. P.N.F./1.014./0735

Date..13..Oct., 2014..

OFFER LETTER

TO,
RINI
APEEJAY INSTITUTE OF MANAGEMENT
JALANDHAR



SUBJECT: OFFER LETTER

DEAR MR/MS **RINI** REFERENCE THE INTERVIEW YOU HAD WITH US, YOU ARE HEREBY OFFERED THE POST OF TRAINEE DEVELOPER. WITH OUR COMPANY ON FOLLOWING TERMS & CONDITIONS:

1. YOUR APPOINTMENT IS SUBJECTED TO THE SUCCESSFUL COMPLETION OF YOUR ACADEMIC CURRICULUM AND MODULE ASSIGNED BY THE COMPANY (AT THE TIME OF INTERVIEW IN COMPANY PREMISES IN FRONT OF SENIOR PROJECT MANAGER AND COMPANY ADMINISTRATION) AND YOUR APPOINTMENT IS SUBJECTED TO A MINIMUM OF 18 MONTHS ON CONTRACT BASIS.
2. DURING YOUR ENGAGEMENT WITH THE COMPANY, COMPANY WILL OFFER YOU:
(A) 1 MONTH PROBATIONARY PERIOD
(B) AFTER SUCCESSFUL COMPLETION OF YOUR PROBATIONARY PERIOD YOU WILL BE ENTITLED FOR OTHER BENEFITS AS DISCUSSED AT THE TIME OF INTERVIEW (THE SALARY WILL BE INR 1.8 LAC PA)
3. DURING YOUR ENGAGEMENT WITH THE COMPANY YOUR WORKING HOURS WILL BE FROM 9:00 A.M-7:00 P.M OR 7:00PM-5:00 AM (YOU SHOULD BE COMFORTABLE TOWORK IN NIGHT SHIFTS ALSO).
4. THAT DURING YOUR ENGAGEMENT WITH THE COMPANY YOU WILL NOT BE ENTITLED TO WORK WITH ANY OTHER COMPANY OR IN PERSON IN ANY WAY .THIS WILL BE A ONE PERSON ONE JOB STATUS.
5. THAT YOU WILL MAINTAIN THE SECRECY OF THE PLANS, PERFORMANCES, AND OTHER BUSINESS IDEAS OF THE COMPANY.

6. THAT DURING THE PERIOD OF CONTRACTUAL TERMS YOU ARE NOT ENTITLED TO ANY PAID LEAVE. IF FOUND ABSENT WITHOUT ANY PRIOR INFORMATION TO THE CONCERNED AUTHORITIES, YOU WILL SUFFER A DEDUCTION IN YOUR SALARY, CORRESPONDING TO THE NO.OF DAYS ON LEAVE.

7. DURING THE TERM OF THE CONTRACT, YOU CAN NOT LEAVE THE JOB WITHOUT TAKING PERMISSION FROM THE COMPANY IN WRITING. IF YOU BREAK THE CONTRACT AND LEAVE THE JOB WITHOUT TAKING WRITTEN CONSENT FROM THE COMPANY, YOU WILL BE LIABLE TO PAY A COMPENSATORY AMOUNT EQUIVALENT TO 3 MONTHS OF YOUR SALARY AS MENTIONED IN YOUR APPOINTMENT LETTER ALONG WITH INCREMENTS IF YOU HAVE GOT.

8. THAT THE COMPANY HOLDS EVERY RIGHT TO TERMINATE YOUR SERVICES WITHOUT ANY NOTICE OR COMMUNICATION WITHIN 24 HRS, IF YOU ARE FOUND BREAKING ANY OF THE RULES OF THE COMPANY, OR ON YOUR NOT PERFORMING AS DESIRED BY THE COMPANY WITHOUT ANY EXPLANATION. DURING 1ST MONTH YOU WILL BE EXPELLED WITHOUT ANY PRIOR INFORMATION IMMEDIATELY IF YOU FAIL TO DELIVER IN YOUR SPECIALTY \ RESPECTIVE FIELD ON IMMEDIATE REQUIREMENTS OF THE WORK

9. IN CASE OF ANY DISPUTE ARISING DURING YOUR ENGAGEMENT WITH THE COMPANY, THE COMPANY WILL HOLD ALL AUTHORITIES TO DECIDE ON THE MATTER AS PER THE DECISION OF THE BOARD OF DIRECTORS.

10. YOU HAVE TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF JOINING OR BEFORE WHENEVER ASK:-

- ALL ORIGINAL DOCUMENTS TO BE PRODUCED FOR VERIFICATION PURPOSE AT THE TIME OF JOINING WHICH INCLUDES EDUCATIONAL DOCUMENTS (X, XIITH & GRADUATION PROOF)
- PHOTO ID PROOF & RESIDENCE PROOF
- PAN CARD FOR BANK FORMALITIES
- PROOFS OF WORK EXPERIENCE IF ANY

REGARDS,

For (FOR PRANEECH TECHNOLOGIES)


SUMIT KUMAR SETHI
(TRAINING & HR MANAGER)

I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ALL OF THESE

S. No.0735.....

Ref. No. P.N.F./1.014./0235

Date..13..Oct., 2014..

OFFER LETTER

TO,
RINI
APEEJAY INSTITUTE OF MANAGEMENT
JALANDHAR



SUBJECT: OFFER LETTER

DEAR MR/MS **RINI** REFERENCE THE INTERVIEW YOU HAD WITH US, YOU ARE HEREBY OFFERED THE POST OF TRAINEE DEVELOPER. WITH OUR COMPANY ON FOLLOWING TERMS & CONDITIONS:

1. YOUR APPOINTMENT IS SUBJECTED TO THE SUCCESSFUL COMPLETION OF YOUR ACADEMIC CURRICULUM AND MODULE ASSIGNED BY THE COMPANY (AT THE TIME OF INTERVIEW IN COMPANY PREMISES IN FRONT OF SENIOR PROJECT MANAGER AND COMPANY ADMINISTRATION) AND YOUR APPOINTMENT IS SUBJECTED TO A MINIMUM OF 18 MONTHS ON CONTRACT BASIS.

2.DURING YOUR ENGAGEMENT WITH THE COMPANY, COMPANY WILL OFFER YOU:

(A) 1 MONTH PROBATIONARY PERIOD

(B) AFTER SUCCESSFUL COMPLETION OF YOUR PROBATIONARY PERIOD YOU WILL BE ENTITLED FOR OTHER BENEFITS AS DISCUSSED AT THE TIME OF INTERVIEW (THE SALARY WILL BE INR 1.8 LAC PA)

3. DURING YOUR ENGAGEMENT WITH THE COMPANY YOUR WORKING HOURS WILL BE FROM 9:00 A.M-7:00 P.M OR 7:00PM-5:00 AM (YOU SHOULD BE COMFORTABLE TOWORK IN NIGHT SHIFTS ALSO).

4.THAT DURING YOUR ENGAGEMENT WITH THE COMPANY YOU WILL NOT BE ENTITLED TO WORK WITH ANY OTHER COMPANY OR IN PERSON IN ANY WAY .THIS WILL BE A ONE PERSON ONE JOB STATUS.

5. THAT YOU WILL MAINTAIN THE SECRECY OF THE PLANS, PERFORMANCES, AND OTHER BUSINESS IDEAS OF THE COMPANY.

6. THAT DURING THE PERIOD OF CONTRACTUAL TERMS YOU ARE NOT ENTITLED TO ANY PAID LEAVE. IF FOUND ABSENT WITHOUT ANY PRIOR INFORMATION TO THE CONCERNED AUTHORITIES, YOU WILL SUFFER A DEDUCTION IN YOUR SALARY, CORRESPONDING TO THE NO.OF DAYS ON LEAVE.

7. DURING THE TERM OF THE CONTRACT, YOU CAN NOT LEAVE THE JOB WITHOUT TAKING PERMISSION FROM THE COMPANY IN WRITING. IF YOU BREAK THE CONTRACT AND LEAVE THE JOB WITHOUT TAKING WRITTEN CONSENT FROM THE COMPANY, YOU WILL BE LIABLE TO PAY A COMPENSATORY AMOUNT EQUIVALENT TO 3 MONTHS OF YOUR SALARY AS MENTIONED IN YOUR APPOINTMENT LETTER ALONG WITH INCREMENTS IF YOU HAVE GOT.

8. THAT THE COMPANY HOLDS EVERY RIGHT TO TERMINATE YOUR SERVICES WITHOUT ANY NOTICE OR COMMUNICATION WITHIN 24 HRS, IF YOU ARE FOUND BREAKING ANY OF THE RULES OF THE COMPANY, OR ON YOUR NOT PERFORMING AS DESIRED BY THE COMPANY WITHOUT ANY EXPLANATION. DURING 1ST MONTH YOU WILL BE EXPELLED WITHOUT ANY PRIOR INFORMATION IMMEDIATELY IF YOU FAIL TO DELIVER IN YOUR SPECIALTY \ RESPECTIVE FIELD ON IMMEDIATE REQUIREMENTS OF THE WORK

9. IN CASE OF ANY DISPUTE ARISING DURING YOUR ENGAGEMENT WITH THE COMPANY, THE COMPANY WILL HOLD ALL AUTHORITIES TO DECIDE ON THE MATTER AS PER THE DECISION OF THE BOARD OF DIRECTORS.

10. YOU HAVE TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF JOINING OR BEFORE WHENEVER ASK:-

- ALL ORIGINAL DOCUMENTS TO BE PRODUCED FOR VERIFICATION PURPOSE AT THE TIME OF JOINING WHICH INCLUDES EDUCATIONAL DOCUMENTS (X, XIITH & GRADUATION PROOF)
- PHOTO ID PROOF & RESIDENCE PROOF
- PAN CARD FOR BANK FORMALITIES
- PROOFS OF WORK EXPERIENCE IF ANY

REGARDS,

For (FOR PRANEECHNOLOGIES)

SUMIT KUMAR SETHI
(TRAINING & HR MANAGER)

I HAVE READ THE ABOVE MENTIONED TERMS AND CONDITIONS AND AGREE TO ALL OF THESE

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Rohan Sharma)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

27-Jun-2018

Date:29-07-2019

Welcome Note

Dear **Mr. Sachin Shiva Thakur**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

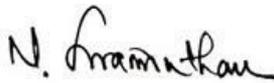
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Date: 29-07-2019

To,
Mr. Sachin Shiva Thakur,
Empcode -1400633

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Resident Manager, for a fixed period of employment, on the following terms and conditions:

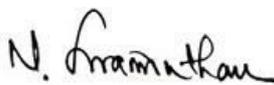
1. Your contract of employment shall be valid for a period of 1 year from 16-07-2019 to 15-07-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 2000000 and medical insurance upto 200000, per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at HDFC Asset Management Company Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Acceptance:

I Sachin Shiva Thakur have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 29-07-2019

Mr. Sachin Shiva Thakur,
Empcode -1400633

DEPUTATION LETTER

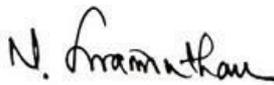
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to HDFC Asset Management Company Limited with effect from 16-07-2019 at their MOGA office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 16-07-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from HDFC Asset Management Company Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by HDFC Asset Management Company Limited.
5. You shall be bound to follow the working hours of HDFC Asset Management Company Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside HDFC Asset Management Company Limited and use such information only in connection with the service provided to HDFC Asset Management Company Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against HDFC Asset Management Company Limited. This arrangement is purely a contractual agreement between Randstad and HDFC Asset Management Company Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of HDFC Asset Management Company Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of HDFC Asset Management Company Limited entrusted to you in the due discharge of your duties and shall indemnify HDFC Asset Management Company Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Sachin Shiva Thakur have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Schedule A
Assignment Details of Sachin Shiva Thakur

Name	Sachin Shiva Thakur
Client Name	HDFC Asset Management Company Limited
Place of Deputed	MOGA
Designation	Resident Manager
Start date of Assignment	16-07-2019
End date of Assignment	15-07-2020

Salary Break - Up Details

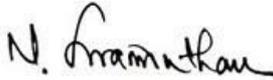
Component	Monthly	Yearly
Basic	17,300.00	207,600.00
House Rent Allowance	2,557.00	30,684.00
Statutory Bonus	1,442.00	17,304.00
Leave Encashment	1,331.00	15,972.00
Gross Salary	22,630.00	271,560.00
Employer's Contribution to EPF	2,076.00	24,912.00
Insurance	497.00	5,964.00
CTC (Cost to the company)	25,203.00	302,436.00
Employee's Contribution to EPF	2,076.00	24,912.00
Net-Take Home	20,554.00	246,648.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By



**N Swaminathan
Iyer
Thakur**
Vice President - SSC

Sachin Shiva

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

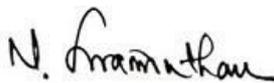
General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Sachin Shiva Thakur have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....
Name	Name
.....
Title	Title
.....
Witness	Witness
.....

Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter ofaged about.....years and residing at..... hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)
By
.....
Name
.....
Title
.....
Witness
.....

(Randstad India Ltd.)
By
.....
Name
.....
Title
.....
Witness
.....

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name:
Employee ID:
Designation:
Service Function / Vertical :
Centre / Location :

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Salil Salil)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

14-Jun-2018

Date: 17 April, 2017

Provisional Emp. No. - PR14467

Strictly Confidential**Samily****Apeejay Institute of Management Technical Campus, Placement Cell,
NH70, Rama Mandi, Hoshiarpur Road
Jalandhar, Punjab -144007**

Dear Samily

This has reference to your application and subsequent discussions. We are pleased to offer you the position of **"Executive Trainee"** at Bajaj Allianz General Insurance Company Limited. You are expected to apply yourself diligently during the training period and make full use of the learning opportunities being provided to you.

1. Training Period

The training period shall be for one year from **5 June, 2017 to 5 June, 2018** and the training period may be extended, at the sole discretion of the Company, on account of your non performance and the decision of the Company on your non performance shall be final and binding. You will be automatically deemed to be under extended training period provided you get a written communication on your confirmation. The Company may at anytime, at its sole discretion may, instead of extending the training period, terminate your training either during the training period or at the end of training period or during deemed extended training period, as the case may be.

2. Location

Your place of posting will be communicated to you before your date of joining. However, the Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your training are transferable at short notice, to any department or to any Office, Branch, division of this Company or you will be sent on deputation to any subsidiary Company/holding Company/group Company/ fellow subsidiary Company/group Company associate Company/affiliate entity of this Company or to any other incorporated Company/unincorporated entities, as per the discretion of this Company. In the event of your transfer/deputation, as the case may be, the terms and conditions of Training outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting/new company to which you are sent on deputation.

3. Stipend Package

(a) Your stipend package will be as detailed in Annexure A. The stipend package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

(b) If entitled, you shall become a member of Provident Fund and Trainees Pension Scheme and other applicable Trainee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time.

(c) If you were subscribing to the Trainees Provident Fund and Family Pension Scheme or Trainees Pension Scheme in your previous training, you shall furnish the full particulars such as your Account Number, family particulars etc. at the time of joining

4. Job Description

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

5. Medical Fitness

Your appointment and continuation during training period is subject to your being found fit in the pre-training Medical Examination and in any Medical Examination during the course of your training period as may be prescribed by the Company.

6. Leave

(a) You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to your sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy of the Company will be treated as "absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company, by initially giving one notice to you after expiry of unauthorized absence for more than the specified number of days as per policy of the Company and thereafter, by giving a further notice, if need be, in which case your services will automatically stand terminated for absconding/disappearing at the expiry of the period mentioned in the above further notice. Provided further, the service of notice referred to hereinabove may be served by the Company at your email address available with the Company which will be deemed to be sufficient service of notice without any further need to send such notice by courier/registered post AD/speed post/certificate of posting etc.,

(b) Upon your retirement, voluntary resignation or termination simplicitor of your services by the Company, the accrued Earned Leaves will be encashed at the rate of Basic Salary for the number of Earned leaves to your credit. Provided however, if there are any acts, commissions and omissions on your part for which disciplinary action is pending or contemplated, then notwithstanding voluntary resignation or otherwise, encashment of Earned Leaves will depend upon the final outcome of such disciplinary proceedings pending/contemplated and or as per legal provisions. Explanation: For the purpose of this clause, the usage of one month's Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is further clarified that the corresponding Basic Salary actually applicable at the time of retirement, voluntary resignation or termination simplicitor, as the case may be, shall apply.

7. Compliances

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of tax returns. The Company may withhold from any stipend or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

8. Code of Conduct

You shall at all times during training period comply with the service regulations, Code of Conduct for the employees, etc. presently applicable and amended from time to time.

9. Retirement

The normal age of your retirement shall be 58 years and accordingly it is the condition of training that you will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However the Company may, in its discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

10. Other Terms and Conditions

(a) During your training period, you will be subject to the service Rules regulations applicable from time to time.
(b) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your training period.



- (c) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of the Company as presently applicable and as may be amended from time to time.
- (d) You will not, during the continuance of your training period undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- (d) You shall not during the course of your training period engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- (e) You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in unlawful/immoral activities.
- (f) If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.
- (g) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.
- (i) In compliance of various statutory provisions and to ensure the safety of its women trainees, Bajaj Allianz General Insurance Company Limited shall not require any of its women trainees to remain in the office and work beyond 7 PM. In the event a woman trainee needs to stay back after 7 PM on account of official work she has to inform the same to her reporting authority and obtain approval for the same and for any reason whatsoever such instances of staying back in office after 7 PM shall not be more than five times in a month.
- (j) It shall be the responsibility of the Branch Head/ Office Head to ensure that no women trainee stays back to work in the office after 7 PM without the approval from her reporting authority.

11. Termination:**(A) During Probation and after confirmation:**

- (a) It is understood and agreed that during probation or after confirmation, this engagement/your services (i) may be terminated, at anytime, by either party without assigning any reasons by giving to the other party notice in writing of 30 days, in which case the termination shall take effect at the end of such notice period, and (ii) is/are liable to be terminated by either party with immediate effect, at anytime, without assigning any reasons, by:
- (1) Employee paying 30 days' Basic Salary, in lieu of 30 days' notice, to the Company, (2) Company paying to the employee an amount equivalent to 30 days' Gross Salary, in lieu of 30 days' notice.
- (b) In the event the termination of this engagement/your services with 30 days' notice is at the instance of the Employee:
- (i) Who has not requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part by paying to the Employee, prorata Gross salary for the notice period/balance notice period waived. Acceptance of salary in lieu of notice period or for the balance notice period shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.
- (ii) Who has requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Employee shall pay prorata Basic salary in lieu of balance notice period sought to be waived by the Company. Provided further that even if the employee has requested a specific date for relieving, the Company at its sole discretion reserves the right to relieve the Employee on any date before the requested specific date by paying to the Employee, prorata Gross salary for the balance notice period till the specific date requested by employee. Acceptance of prorata Gross salary, in lieu of balance notice period till the specific date requested by employee shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.



For the purpose of sub-clauses (a) and (b), (1) the usage of 30 days' Gross salary or salary shall mean "Gross Salary" as mentioned in Annexure A [under the component "Total Fixed Pay "] attached hereto, and (2) the usage of 30 days' Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is hereby clarified that the corresponding amounts actually applicable at the time of issuance of termination notice shall apply.

- (B) Notwithstanding what is stated in other clauses of this Appointment Letter, During Probation and After confirmation, at the sole discretion of the Company your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanour or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company and the employee shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice. Once the misconduct, misdemeanour or any criminal offence/s are brought to the notice of the employee by personal delivery or by RPAD or by speed post or by certificate of posting or by Email and the employee abruptly stop coming to work under alleged resignation not accepted by the Company, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings. In this regard it is clarified that any acts of Sexual Harassment as per provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any amendments/new legislation shall be treated as a Misconduct attracting the suitable disciplinary action.
- (C) Upon the termination of your employment/engagement, you shall return to the Company all documents and/or copies thereof and any other articles/properties belonging to the Company, including Identity Card, data card, Laptop etc., which may at the relevant time be in your possession. Failing to so return to the Company shall be treated as criminal breach of trust, attracting suitable criminal action by the Company.

12. Reservation of Rights

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company.

The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the training period of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

13. Confidential Information

(a) You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, training and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.

(b) You hereby agree that you will not, at any time during or after your training period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

(c) Any disclosure which has not been expressly authorised by the Company shall be called 'unauthorised disclosure' For the purpose of this paragraph; the term "Company" shall also include all affiliates of the Company.

(d) Unauthorised Disclosure and use of confidential information constitutes a serious misconduct & the Company shall be entitled to take appropriate disciplinary action against you including termination of service.

Disclosure and use of Confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction".

Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

14. Intellectual property

All Works developed by you during the course of your training with the Company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any other derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works.

The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any stipend for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

15. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your training on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

16. Severability

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

17. Governing laws & Jurisdiction

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

18. Relationship with Directors

You will declare your relationship ["relationship as defined in Section 2 (77) of The Companies Act 2013 or any amendments thereof, from time to time], in terms of Section 2 (77) of The Companies Act 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

19. Validity

In case you do not communicate your acceptance of the offer or do not join duties on **5 June, 2017**, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter.

20. Background Verification – Assurances & Undertakings



We are offering you the training in our Company as per the details mentioned in the appointment letter basing it on your assurances, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserves its right to examine, verify and investigate [on our own or through our agents/consultants/investigation team] the correctness, truth or veracity of the various documents submitted by you i.e. Education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings. Further, if at any time after your appointment our Company [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your assurances, undertaking, agreements, documents of educational/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations, assurances and undertakings are wrong, false, fraudulent, forged, or willful suppression of facts, willful wrong statements by you, your assertion of correctness of facts/statement though you do not believe them to be true and or not true, then our Company reserves the right to take appropriate disciplinary action as deemed fit."

21. Mode of serving notice

Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be sent by sending the letter in physical paper form or by way of email or other electronic modes of service and accordingly any mode of service is sufficient service of notice or other communication upon you and no further confirmation of email or electronic communication is required.

22. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team.

For Bajaj Allianz General Insurance Company Ltd.



Authorised Signatory

Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding. As a token of acceptance, I have hereby signed the duplicate of this letter.

Signature : _____

Name : _____

Date : _____



**ANNEXURE - A
TRAINING STIPEND SHEET**

Provisional No. PR14467 Controlled Document
 Name Samily
 Position description Executive Trainee 1st Original : With appointment letter
 Date of Joining June 5, 2017 Tentatively 2nd Original : Personal File
 Level & Grade Trainee
 Place of posting Not Decided

S No	Components	Per month	Per annum
1	Fixed Basic	9375	112500
2	HRA	3750	45000
3	Provident fund	1125	13500
4	Personal Pay	15125	181500
5	Statutory Bonus	1875	22500
6	**Cost to Company	31250	375000

A On confirmation , the compensation structure shall be revised as per norms applicable to employees in that grade.

** All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statues. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] as mentioned in this Annexure.



Authorised Signatory

I accept

Signature of the Trainee

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Sanchit Aggarwal)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

14-Jun-2018



December 24, 2014

Dear Sandip Pandey,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be **Project Engineer**, belonging to career band **TRB**.
 - II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. **12000/-** per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
 - III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to **two years** commencing from the date of completion of the Training period. The agreement requires you to reimburse **Rs. 75000** to Wipro, for the cost of training incurred, in the event you exit before the said period.
- a. The salary stack for Project Engineer is as given below:

COMPONENT	AMOUNT (INR)
Basic	5250
HRA	2625
Commutation	2500
Wipro Benefit Plan (WBP)	2516
Total Fixed Cash	12891
PF (12% of Basic)	630
Gratuity (5.31% of Basic)	279
Total Fixed Compensation	13,800
Target QPLC	750
Target Compensation	14550
Medical	450
Target Cost to Company per month	15,000
Total Cost to Company per annum	180,000

Confidential

Ref No-MCAGIS14317449501732404

Page 1

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category - 1	15,000	3,340.00	18,340	220,080
Performance Category - 2	15,000	1,670.00	16,670	200,040
Performance Category - 3	15,000	-	15,000	180,000

- a. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance **Rs. 15,000** per annum or one month's basic whichever is higher.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance of your documents submitted.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring



Please login to the below link to accept the offer by 28th December, 2014:

<http://careers.wipro.com/OLC/index.aspx?otp=dnXyp3UvMKT3Fq4dFrzTUXK4LdR3ZoyV3%2byBbf2iEiPVIJrAHvj5KHWZ9OKqpdfqiYPPof3zlFAv1%2bgmMGOSg%3d%3d>

Confidential

Ref No-MCAGIS14317449501732404

Page 3

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Saravjot Singh Saini)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

27-Jun-2018

Date:11-09-2019

Welcome Note

Dear **Mr. Saurav Rangra**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Date: 11-09-2019

To,
Mr. Saurav Rangra,
Empcode -1408490

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Unit Manager, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 03-09-2019 to 02-09-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 2000000 and medical insurance upto 200000, per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at HDFC Asset Management Company Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

I Saurav Rangra have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 11-09-2019

Mr. Saurav Rangra,
Empcode -1408490

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to HDFC Asset Management Company Limited with effect from 03-09-2019 at their SHIMLA office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 03-09-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from HDFC Asset Management Company Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by HDFC Asset Management Company Limited.
5. You shall be bound to follow the working hours of HDFC Asset Management Company Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside HDFC Asset Management Company Limited and use such information only in connection with the service provided to HDFC Asset Management Company Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against HDFC Asset Management Company Limited. This arrangement is purely a contractual agreement between Randstad and HDFC Asset Management Company Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of HDFC Asset Management Company Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of HDFC Asset Management Company Limited entrusted to you in the due discharge of your duties and shall indemnify HDFC Asset Management Company Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Saurav Rangra have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Schedule A
Assignment Details of Saurav Rangra

Name	Saurav Rangra
Client Name	HDFC Asset Management Company Limited
Place of Deputed Designation	SHIMLA
Designation	Unit Manager
Start date of Assignment	03-09-2019
End date of Assignment	02-09-2020

Salary Break - Up Details

Component	Monthly	Yearly
Basic	17,300.00	207,600.00
House Rent Allowance	2,557.00	30,684.00
Statutory Bonus	1,442.00	17,304.00
Leave Encashment	1,331.00	15,972.00
Gross Salary	22,630.00	271,560.00
Employer's Contribution to EPF	2,076.00	24,912.00
Insurance	497.00	5,964.00
CTC (Cost to the company)	25,203.00	302,436.00
Employee's Contribution to EPF	2,076.00	24,912.00
Net-Take Home	20,554.00	246,648.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By



Authorized Signatory
Balakrishnan S
 Head - HRSSC

Saurav Rangra

Registered Office :

Randstad India Private Ltd
 Randstad House,
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
 Nungambakkam, Chennai 600 006.
 P +91 (0) 44 66227000 F +91 (0) 44 66227474
 www.randstad.in

General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Saurav Rangra have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....
Name	Name
.....
Title	Title
.....
Witness	Witness
.....

Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter ofaged about.....years and residing at..... hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)
By
.....
Name
.....
Title
.....
Witness
.....

(Randstad India Ltd.)
By
.....
Name
.....
Title
.....
Witness
.....

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name:
Employee ID:
Designation:
Service Function / Vertical :
Centre / Location :

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date

Serial Number:

Candidate ID:

Employee No:

Year: FY 201_ - 201_

INFOSYS LIMITED

SERVICE AGREEMENT

THIS SERVICE AGREEMENT is executed on [date of signing] with effect from date of Joining < < date in DD/MM/YY format> > to the successful completion of Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

BETWEEN:

M/s. Infosys Limited a Company incorporated under the Companies Act. 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Associate Vice President - HRD Mr. Nanjappa B.S, hereinafter referred to as the **COMPANY** (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the **ONE PART:**

AND:

Mr./Ms.< < Name> >,
< < Daughter/Son/Husband/Wife> > of < < Mr./Ms.> >,
aged about < < Age> > years, currently residing at Infosys Limited , Mysore, after Referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the **SECOND PART:**

AND:

< < Mr./Ms.> > < < Surety Name> > son/daughter of < < Surety's Dad / Mother's Name> > aged about < < Age> >Years, currently residing at hereinafter referred to as the **SURETY**(which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns,executors and administrators) of the **THIRD PART**

DEFINITIONS:

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. **Date of Allocation:** Is the date when the Executive is allocated to a Practice Unit for On the Job Training.
2. **Practice Unit:** Practice Unit refers to individual business unit /horizontal business unit /department where the Executive is posted, usually after the completion of Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function / department.
3. **On-the-Job training:** Training imparted to the Executive on allocation to a Practice Unit.

COMPANY

EXECUTIVE

SURETY

WHEREAS

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive Trainee on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as Operations Executive Trainee, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive Trainee who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive Trainee and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as a Operations Executive Trainee on training with the Company. The Trainee will undergo Foundation Programmed Training ("the FPT") as detailed in Clause 3 of this agreement at the Company's location at Mysore, India which will commence on the Trainee joining the Company. The Service Period also includes the FPT as detailed in Clause 3. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of INR 17,167/- As follows:
 - a) Basic Salary :INR 5,490/-
 - b) Dearness Allowance :INR 1,100/-
 - c) Basket of Allowances :INR 9,259/-
 - d) Bonus / Ex-Gratia :INR 1,318/-



COMPANY

EXECUTIVE

SURETY

3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education & Research ("E&R") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him / her competent to undertake software development tasks that may be subsequently assigned to him / her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-Job training to a Practice unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-Job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

4. Operations undergoing training are required to peruse the assessment and evaluation policy which is available with the E&R department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period the Company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company and that the opportunity to be trained in computers, with provision for exclusive working on computers is not available with or provided by any other company of similar nature. The Executive is further aware that the Company would have earned considerable revenue by hiring out computer time instead of imparting such FPT training thereon to the Trainee. The Executive admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his / her leaving the Company before completion of the Service Agreement period with the company for any reason whatsoever, he /she shall be liable to pay to the company compensation /damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:



COMPANY

EXECUTIVE

SURETY

- a. Fixed cost of INR 16,000 which includes INR 10,000 Recruitment cost and INR 6,000 Training cost.
 - b. 75% of fixed salary (Excluding PF and Gratuity) paid by the Company to the Trainee during the FPT period, which is calculated at **INR 388** per day (Average calendar day per month is considered as 30 days, In case the Executive resigns in middle of any month the number of days worked in that month would be considered for calculating the % of salary amount deductible)
 - c. 50% of total computer time utilized which is calculated at **INR 625** per day (Average working day per month is considered as 22 days, In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the a forementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the company would suffer on providing the training to the Executive.
 7. The Executive agrees that he / she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to the complete FPT successfully or leaving the Company within the service period shall mean and include:
 - a] Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
 - b] Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
 - c] Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
 8. The Surety hereby undertakes and accepts that his / her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages /compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. IN WITNESSES WHEREOF the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



COMPANY

EXECUTIVE

SURETY

WITNESSES:

WITNESS 1

WITNESS 2

WITNESS 3



COMPANY

EXECUTIVE

SURETY

NOTARY:

(Please tick the appropriate box and initial / sign against the chosen option)

- The Executive has signed before me
- The Surety has signed before me
- The Executive & Surety have signed before me.



COMPANY

EXECUTIVE

SURETY

Exhibit A

The Foundation Program Training (FPT)

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises of 2 distinct modules

- (i) Generic Stream; and
- (ii) Technology Specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology Specific Stream.

I. **Technical Training:**

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream programs) of technical training as enumerated below:

- a) **Generic Stream Program:** programming principles, database concepts, quality systems concepts, computer hardware & software, UI design issues and other subjects.
- b) **Technology Specific Stream Program:** mainframe systems or internet based systems or open systems or AS400 systems, stream project and other subjects.

II. **Management Skills Training:**

Every Executive shall undergo pre-determined management skills Program during and as a part of the FPT. These Programs would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process / methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.



COMPANY

EXECUTIVE

SURETY

OFFER COVER LETTER

Date: 03-01-2019

Name: Shradha Lamba

Location: Chandigarh

OFFER LETTER

Dear Shradha Lamba,

We refer to your application and subsequent interview with us and wish to inform that we are pleased to offer you employment with IDFC Bank on the following broad terms as follows:

Designation	:	Sales Manager–Micro Finance
Grade	:	Management Trainee
Compensation	:	As per annexure
Location	:	India>Punjab>Chandigarh>Chandigarh–SCO–56–M
Date of Joining (On or before)	:	15-04-2019 (Tentative)

This offer is subject to satisfactory education, personal & employment reference checks.

Kindly bring together with you the following documents (original and a copy each) relating to you at the time of joining:

1. Address Proof Document (e.g. Ration Card, Passport, and Driving License)
2. Age Proof Document (e.g. School Leaving Certificate, Birth Certificate)
3. Educational Certificates and Mark Sheets of SSC, HSC, Graduation, Post-Graduation, etc.
4. Relieving Letter / Experience Certificate from the previous employer.
5. Appointment Letter of your immediate previous employer.
6. Recent salary revision letters issued by your immediate previous employer
7. Last Pay Slip issued by your immediate previous employer.
8. Income Tax Form 16 (TDS Certificate), if any.
9. Passport Size Photographs (5 numbers).
10. Names and Contact details of 2 References.
11. Income Tax PAN Card.
12. AADHAR Card

Kindly note that you will be issued on joining an Appointment Letter stating your employment terms in further details.

Please Note.

It may be noted that effective 1st April 2019, the Grade, Designation and Compensation Structure offered to you vide this letter may undergo change as a result of the proposed merger of Capital First Limited and its group companies with IDFC Bank. However, such change shall not adversely affect the overall gross fixed compensation offered to you vide this letter.

You are requested to submit the 'acceptance' of your resignation from your Last / Current employer within 1 week (max) post acceptance of this offer, indicating a firm date of joining us.

You are also requested to submit your 'Relieving Letter' / 'Experience Certificate' from your Last / Current employer within 60 days (max) post acceptance of this offer to the organization.

Kindly ensure that your date of joining at IDFC Bank should not overlap with the relieving date at your Last /Current organization.

IDFC Bank Limited expressly disclaims all liability with respect to actions taken or not taken based on any or all the contents of this email.

At any stage of the application or selection process, if any information provided by you, is found to be false, untruthful, or misleading, IDFC Bank reserves the right to take necessary action including termination.

For CTC annexure:

		Compensation Annexure			
Break Up		Monthly	Annual		
<i>Basic</i>		7,071	84,847	Net Take Home Calculation	
<i>Reviewable Allowance</i>		28,283	339,390	Monthly Gross	35,353
Annual Guaranteed Cash (AGC)		35,353	424,237	Deductions	
Retirals				<i>Employees contribution to Provident Fund</i>	849
<i>PF</i>		849	10,182	<i>Profession Tax*</i>	200
Benefits				Net Take Home Before Income Tax	34,304
<i>Gratuity</i>			4,081		
Group Mediclaim for Hospitalization**			11,500		
Cost to Company			450,000		
Indicative Incentive/ Performance Bonus ***			68,800		
Reimbursement Expenses ****					
Mobile		600	7,200		
Conveyance		2,000	24,000		
Total CTC			550,000		

For Benefits:

- Gratuity : You will be entitled to gratuity as per the provisions of Payment of Gratuity Act 1972
- Group Med claim for Hospitalization : You will be covered under the Company Group Med claim Policy for a Sum Assured amount of Rs. 30 Lacs per annum.
- Group Term Life Policy (Death Benefit) : You will be covered under Company's Group Term Life Policy (3 times of CTC or Rs 30 lacs or higher) during your tenure as per the Company policy.
- Group Accident Policy : You will be covered under Company's Group Personal Accident Policy (2 times of CTC or Rs 30 lacs or whichever is higher) during your tenure as per the Company policy.
- Incentive or Performance Bonus*** : Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based pay. This is paid subject to individual team & Company Performance. The Performance Bonus plan will be communicated by your reporting Manager

Note

It may be noted that effective 1st April 2019, the Grade, Designation and Compensation Structure offered to you vide this letter may undergo change as a result of the proposed merger of Capital First Limited and its group companies with IDFC Bank. However, such change shall not adversely affect the overall gross fixed compensation offered to you vide this letter.

Reviewable Allowance comprises of a bouquet of Allowances & Reimbursements to which you can allocate amounts enabling you to structure your reimbursements to the way you would like to received it.

Employees whose monthly basic is less than or equal to Rs. 21,000/- will be eligible for Statutory Bonus of Rs. 1,400/- per month which will be paid against Reviewable Allowances. Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

*Professional Tax may vary in the future based on tax norms laid by tax regulatory authorities.

**Mediclaim premium amounts are subject to change based on insurance policy in force.

****Only applicable for identified roles, as per current company policy.

If the employee resigns within one year of joining IDFC Bank Limited, he/she would have to pay back a minimum amount of Rs.1,00,000/- back to the company towards joining and training expenses incurred by IDFC Bank Limited.

Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer.

IDFC Bank Limited

Deepika Mahajan
Head- Resourcing

Offer electronically accepted by: Shradha Lamba
Offer electronically accepted on: 04-01-2019, 9:57 AM GMT+05:30

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Shewani Dogra)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018

Date: 24th October, 2018

Letter of Intent

Dear **Shradha Lamba**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore **post your final semester exam which will be communicated to you by the Company.**

2. Your compensation on a cost to company basis will be **Rs.303,160** (Details of which you can find below).

Client Acquisition Manager		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **27th October, 2018**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head - HR
CapitalVia Global Research Limited

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Shubam NA)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

14-Jun-2018

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Mr.. Sidharth Sondhi)

COMPENSATION	Amount	
	P.A. (`)	P.M. (`)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,053.00	26,421.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in `)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediciam Insurance Policy	1,50,000.00	<p>For all the plan the coverage will be provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier.</p> <p>Base Policy: Employee plus 3 dependents (excluding parents) are covered under the Bank Floater Policy.</p> <p>Parent Policy: The Bank provides Parent Policy ranging from Rs. 1 lac to Rs. 20 lac where employee can cover any two dependents from the given combination i.e Parent and Parent in law. Under this policy the sum assured will be for a Single Floater Plan chargeable per dependents and the premium will be borne by employee.</p> <p>Super Top Up Policy: In addition, the Bank also offers a Super Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 40 Lacs, which an employee can opt for and pay the premium accordingly. Super Top up Policy will be applicable only for the dependents covered under the Base Policy.</p>
Group Term Life Insurance Policy	35,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediciam Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

07-Jul-2018

18th October, 2016

To,
Ms. Simranjit Kaur,
H.No. 1, New Baldev Nagar,
Lamba Pind Road, Jalandhar
Tel.No: 9988964449

Dear Simranjit,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of six months. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	22,400.00	2,68,800.00
House Rent Allowance	:	2,240.00	26,880.00
Transport Allowance	:	1,600.00	19,200.00
Telephone Allowance	:	500.00	6,000.00
Medical Reimbursement	:	1,250.00	15,000.00
Special Allowance	:	2,010.00	24,120.00
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000.00	36,000.00
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000.00	1,80,000.00
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500.00	30,000.00
Total: Rs. Six Lakh Six Thousand only p.a.	:	50,500.00	6,06,000.00

Regards,
Eins Education

Anand Krishnan Nadar
Sr. Manager - Human Resources

I agree to the above and attached terms & conditions _____ Dated_____



Ranjit Singh <prof.ranjit@gmail.com>

Joining Confirmation

Anuradha Chawla <anuc@smartdatainc.net>

Mon, Dec 28, 2015 at 12:07 PM

To: Ranjit Singh <prof.ranjit@gmail.com>

Cc: Gurvinder Kaur <gurvinderk@smartdatainc.net>

Dear Mr. Ranjit,

Please confirm joining of the following students on 25th January. They will be joining our Mohali office.

S. no.	Name
1	Abhishek Sehajpal
2	Priya Sharma
3	Sunakshi Thakur
4	Garima Kalia
5	Rajwinder Kaur

Please note:

1. Candidates' appointment will not be processed and will be treated as withdrawn in the event of:

ii. Candidates failing to clear their final semester exams in the first attempt and there remaining any backlog papers, and/or

iii. More than 10% no shows from the selected lot from an institute, shall result in the said institute being removed from smartData list of preferred institute for next year campus

2. Students must be informed of 1.5yrs bond from the date of joining and PDCs of 1lac; (2 checks of 50k each).

3. I would need a confirmation mail along with contact details of the selected students.

Regards

Anu

Anuradha Chawla

Sr. Director HR|Executive Assistant to CEO

smartData Enterprises (I) Ltd.

Scaling Expectations

Twitter: anuc444

V: 091-172-4060000/F: 0172-4060001

www.smartdatainc.com



Ranjit Singh <prof.ranjit@gmail.com>

regarding Joining of our two students

Ranjit Singh <prof.ranjit@gmail.com>
To: Anu Chawla <anuc@smartdatainc.net>
Cc: davinder.kaur@smartdatainc.net

Thu, Jul 5, 2018 at 3:56 PM

Respected Madam,

Greetings of the day !!!

Madam as Apeejay has a long association with your organization and we have provided best resources to Esteemed Smartdata Inc , and we feel Immense proud in saying that we are associated for SMART DATA INC for more than a decade.

This is to bring into your kind attention that our two students Mr. Amrik Jakhu and Ms. Ramanjot were selected by SmartData Enterprises, Mohali on 7 October 2017 . our college and these students were informed in all subsequent communications from HR Department of Esteemed SmartData that process is conducted for Mohali office only.

we have not allowed these students to appear in any other company for the placement process after 10 October 2017 because they have accepted the offer for Mohali Office. In this context they have already reverted to the mail of your esteemed desk on 19 June 2018 regarding ' Consent for joining ' at Mohali.

Madam recently all of sudden they have got call from Dehradun facility regarding joining, but students have already rented PG at Mohali city and their parents were well prepared and arranged their joining at Mohali Branch only. Moreover we have not allowed strictly to sit in further processes where as they were actually allowed to sit in minimum of two campus placement processes. **This was done to ensure that all selected candidate may join esteemed smartdata.**

Now, it is our humble submission that keeping in consideration our long term association please allow our two students to join Mohali Office.

**anticipating your kind response
regards**

Ranjit Singh

(MCA,M.Phil (CS), M.Tech.(CSE), UGC-NET, OCP-DBA)

Assistant Professor (Senior Scale)

School of Information Technology (SIT)

Training & Placement Officer (SIT)

APEEJAY Institute of Management Technical Campus,

Rama Mandi Hoshiarpur Road, Jalandhar-144007 (Pb.) **INDIA**

+91-9815910316 (M), +91-8872020167 (M)



Ranjit Singh <prof.ranjit@gmail.com>

Students confirmation

Gurvinder Kaur <gurvinderk@smartdatainc.net>
To: Aim Placement <aim.placement@apj.edu>
Cc: Deepali Rishi <deepalirishi@smartdatainc.net>

Mon, Jul 2, 2018 at 4:55 PM

Hello Mr. Ranjit,

The below mentioned students will join at our Dehradun office. Kindly confirm the same.

Ramanjot Kaur
Amrik Jakhu

Dehradun HR person-8979203285

Thanks & Regards

Gurvinder

Gurvinder Kaur

Sr. Manager HR

smartData Enterprises (I) Ltd.

Scaling Expectations

V: 091-0172-4060000/ M:9876468229

www.smartdatainc.com



APJIMTC_SmartData.xlsx

13K



Ranjit Singh <prof.ranjit@gmail.com>

Regarding Date of Joining !

Amrik Jakhu <amrik14581@gmail.com>
To: Ranjit Singh <prof.ranjit@gmail.com>

Mon, Sep 30, 2019 at 4:31 PM

On Tue, May 29, 2018, 8:19 PM Ranjit Singh <prof.ranjit@gmail.com> wrote:

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

From: Davinder Kaur <davinder.kaur@smartdatainc.net>

Date: Tue, 29 May 2018, 2:10 pm

Subject: Regarding Date of Joining !

To: <prof.ranjit@gmail.com>

Hello Mr. Ranjit,

As per our discussion regarding the joining we would like to invite your students to join our office at **Mohali office** on **16th July, 2018 (Monday)**. The students have to report at **9:30 AM** in office. They will be undergoing training for around 6 months. During their training they will be getting the stipend of 10 K per month and will also be signing a bond of 1 year 6 months with us against which PDC's of 1 Lac rupees (2 PDC cheques of 50K each in the name of smartData Enterprises (I) Ltd.) will be taken for security purpose. So kindly keep the students informed.

Kindly ensure all of them join at their respective locations.

1	Ramanjot Kaur	F	APJ
2	Amrik Jakhu	M	APJ

List of documents to be carried:

- 1) All education documents (10th, 12th, Graduation, Post-Graduation, certification course etc.) photocopy and originals both.
- 2) ID proof (passport or pan card or Driving license), please apply for PAN card if you do not have
- 3) Address proof (phone bill or electric bill)
- 4) 6 passport size photos
- 5) PDCs of 1 lac (2 cheques of 50k each) in the name of smartData Enterprises (I) Ltd.

Dress Code :- Formal dress only, for both the genders.

Reporting Date :- **16th July, 2018 (Monday)**

Reporting Time :- 9:30 AM

Office address:

Mohali

E- 37, Phase-VIII , Industrial Area
Mohali,

Punjab – 160071
Phone: +91-172-4060083

Feel free to contact for any other query.

Wish you a great year Ahead !!

Regards,

Davinder

Davinder Kaur
Manager HR

smartData Enterprises (I) Ltd.

Scaling Expectations

V: 091-172-4060047
www.smartdatainc.com



Ranjit Singh <prof.ranjit@gmail.com>

Shortlisted students for second round

Gunjan Sharma <gunjans@smartdatainc.net>
To: Ranjit Singh <prof.ranjit@gmail.com>

Mon, Sep 18, 2017 at 2:38 PM

Hello Mr. Ranjit,

Below is the list of students who have been shortlisted for second round with us. Will update you with the further details shortly.

1	Ramanjot Kaur	F
2	Bhavuk Jain	M
3	Amrik Jakhu	M
4	Arun Arora	M

Thanks & Regards,

Gunjan

Gunjan Sharma

Sr.Associate HR

smartData Enterprises(I)Ltd

Scaling Expectations

V: 91-172-40-60083, F:91-172-40-60000

www.smartdatainc.com

From: Gunjan Sharma [mailto:gunjans@smartdatainc.net]

Sent: Friday, September 08, 2017 10:57 AM

To: 'Ranjit Singh'
Cc: 'Anuradha Chawla'
Subject: RE: Confirmation Regarding Off Campus Drive on 14th September (Thursday)

Hello Mr. Ranjit Singh,

Thanks for the confirmation. As per our discussion ensure the presence of all students in our campus by 11:00 AM. Students must carry a copy of their CV and 2 passport photographs.

Feel free to contact for any other query.

Thanks & Regards,

Gunjan

Gunjan Sharma

Sr.Associate HR

smartData Enterprises(I)Ltd

Scaling Expectations

V: 91-172-40-60083, F:91-172-40-60000

www.smartdatainc.com

From: Ranjit Singh [<mailto:prof.ranjit@gmail.com>]
Sent: Thursday, September 07, 2017 1:46 PM
To: Gunjan Sharma
Subject: Confirmation Regarding Off Campus Drive on 14th September (Thursday)

Dear Ms. Gunjan ji

This is to inform your esteemed desk that on 14th i will Come with 30-32 Students. As we are having 35 students admitted in MCA final Year. Kindly convey us the timings of the process so that the necessary arrangements can be done as.

Profound Regards

On Mon, Sep 4, 2017 at 12:30 PM, Gunjan Sharma <gunjans@smartdatainc.net> wrote:

Hello Mr. Ranjit Singh,

As discussed, we would be happy to conduct an off campus drive for the B.Tech Computer Science/IT/ MCA students on **14th September,2017** at our Mohali office. Kindly share the number of students who will be appearing.

Given below are the details:

Job description:

smartData will provide 6 month management training as **Software Associate** to Engineering graduates to help them achieve at the end of their internship, knowledge on the following aspect of our business :-

- Understanding various aspect of SDLC with special thrust on architecture design using n-tier architecture along with the frequently used design patterns like MVC/MVVM/Singleton.
- Understanding business and technology domain of the Organization
- Learning/Understanding requirement Analysis process to determine what software is required or what modifications to existing software are needed.
- Writing code or programs to get desired results.
- Understanding CMMI 3 level process to deliver software to global acceptable standards
- Understanding MS SQL/MySQL databases completely along with database optimization techniques performance/indexing/normalization
- Strong stored procedures knowledge along with query optimization
- Testing and validating software and networking hardware to ensure that the program works correctly under all variables and conditions.
- Troubleshooting code or computer programs that are causing errors or inaccuracy in various programs.
- Working directly with customers and clients to help them use the software accurately and as intended
- Learning business communication to assist in dealing with global clients from Americas/EU/Pan Pacific & Middle East

The Package of the students shall be the following:

Successful Completion of Training shall make them eligible to join as **Software Associates** for a period of 1 year at a package of:

Category	Total Annual Gross
----------	--------------------

Performance Category 1	INR 2,40,000
Performance Category 2	INR 2,80,000
Performance Category 3	INR 3,60,000
Performance Category 4	INR 4,50,000

The student shall get a stipend of Rs.10,000/- per month for their internship.

Note: - Training will be imparted at our Mohali & Nagpur Office.

The shortlisted students will be signing a bond of 1 year 6 months with us against which PDC's of 1 Lac rupees (2 PDC cheques of 50K each in the name of smartData Enterprises (I) Ltd.) will be taken for security purpose.

You will receive further process and schedule from my office shortly.

Thanks & Regards,

Gunjan

Gunjan Sharma

Sr.Associate HR

smartData Enterprises(I)Ltd

Scaling Expectations

V: 91-172-40-60083, F:91-172-40-60000

www.smartdatainc.com

--

Ranjit Singh

(MCA,M.Phil)

*Assistant Professor (Senior Scale) *

Department of Computer App.

*Prof. In-Charge Training & Placements (MCA) *

APEEJAY Institute of Management Technical Campus,

Rama Mandi Hoshiarpur Road, Jalandhar-144007 (Pb.) India

+91-9815910316 (M), +91-8872020167 (M)

0181-2410263, 2410264, Fax 0181-2411268

Mr. Sohit sachdeva
Appejay Institute of Management Technical Campus
Jalandhar

07-02-2017

SBIL-Gene-21212

Offer Letter: Executive Trainee

Dear Sohit sachdeva,

1. We congratulate you on your selection for the position of **Executive Trainee** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Senior Manager-HR

I, Sohit sachdeva, accept the above offer as Executive Trainee in SBI Life Insurance Company Limited.

Signature:

Date:

Salary Sheet	
Name	Sohit sachdeva
Designation	Executive Trainee

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	9,167	1,10,000	40% of Fixed Compensation
House Rent Allowance	4,583	55,000	50% of Basic Salary
Conveyance	800	9,600	
Special Allowance	5,576	66,912	
Total Monthly Salary (A)	20,126	2,41,512	
Reimbursements			
Medical	1,250	15,000	Medical reimbursement will be on subject to production of valid receipts
Total Reimbursement (B)	1,250	15,000	
Retiral Benefits			
PF	1,100	13,200	Company's contribution to PF @ 12% of Basic Salary
Gratuity	441	5,288	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (C)	1,541	18,488	
Fixed Compensation (A+B+C)	22,917	2,75,000	
Performance linked Variable Pay as per Company policy up to		68,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,43,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 15 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Sohit sachdeva declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- Hypertension
- Pulmonary Disease
- Tuberculosis
- Cancer
- Rheumatic Joint Diseases or symptoms
- Asthma
- Mental Stress
- Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:



Ms. Sonali singh
Apeejay Institute of Management
Jalandhar

26-04-2019

SBIL-Gene-46641

Offer Letter: Senior Associate

Dear Sonali singh,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For clarifications, please feel free to contact Ashish Bhatti at 8528908600 or e-mail at hr_chd@sbi-life.com.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Sonali Singh, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Sonali Singh

Date: *12 May, 2019*



SBI Life
INSURANCE

With Us, You're Sure

Salary Sheet	
Name	Sonali singh
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

- Mediciam Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 20 lakhs.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Sonali singh declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

Sonali Singh

(Signature of the candidate)

Date: 12 May, 2019

Place:

Talandhar Punjab

Ref. No. EME/HR/2014/20

Dated. 03/10/2013

Ms. Sonam Verma

Subject: Appointment for the "Associate Software Engineer Trainee" in
"EME Technologies"

SCO: 112-113, 4th Floor, Sector-34A, Chandigarh.

With reference to your application and subsequent interview held, we are pleased to offer you the post of Associate Software Engineer Trainee as per following terms and conditions:

1. You shall be "FREE of COST" for 6 months training period as per rules of the company w.e.f. your date of joining.
2. In addition to your regular duties, in the interest of the Company, you will be required to perform any additional duties assigned by the Director/President or any competent authority of the Company.
3. All original certificates, testimonials and other documents which have been cited by you in your CV will be required to be produced at the time of joining.
4. In case of any dispute regarding your appointment, all disputes are subject to Chandigarh jurisdiction only.


Director



Date: 19th January 2016

Dear Aneesh Aggarwal,

Further to our discussions, we are pleased to offer you the position of a **Territory Sales Manager** with **Practo Technologies Pvt Ltd.**

Practo, you will soon discover, is all about people - the best people. This offer comes to you as the Culmination of a rigorous selection process and you are sure to find a challenging peer group at Practo. We are positive you will find the work environment stimulating and conducive to helping you realize your Professional goals.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings.

The total CTC offered to you will be **INR 7,05,581 (Rupees Seven Lakh Five thousand five hundred and eighty one)** per annum.

A detailed offer letter with more information about your salary structure, Joining date and location Would be shared with you shortly.

Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome aboard!

**For
Practo Technologies (P) Ltd.**

**Vanishri Deshpande
General Manager - HR**

Date: 19th January, 2016

ACCEPTANCE

I accept the offer with the Company under the terms set forth in this letter:

Name:

Place:

Signature:

Date:

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Sunanda Suman)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

24-Jul-2017

CTC Annexure
Emoluments and Benefits for the grade of Assistant Manager (for Ms.. Surbhi Nagpal)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	90,000.00	7,500.00
Basket of Allowance	1,38,600.00	11,550.00
Bank's PF Contribution	10,800.00	900.00
Gratuity *	4,332.00	361.00
SUB TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
TOTAL (Fixed Cash+Retirals)	2,43,732.00	20,311.00
Benefits :		
Group Medclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,150.00	96.00
Loan Benefit	69,084.00	5,757.00
TOTAL PAY (Fixed Cash + Retirals+Benefits)	3,17,099.00	26,425.00

Loan Eligibilities					
Type of Loan & Purpose of Loan	Eligibility	Loan Amount (in ₹)	Rate of Interest	Max. Tenure	Remarks
Housing Loan	Upon Confirmation	20,00,000.00	4% (Compound Int.)	240 EMI which includes Principal & Interest.	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000.00	6% (Simple Int.)	84 instalments towards Principal & 36 towards Interest.	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
Note: The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed.					

	Insurance Details
--	--------------------------

Type of Insurance	Insurance Cover (in `)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	<p>Coverage provided upon confirmation / completion of 6 months of service with the Bank, whichever is earlier. The said coverage is valid only during 1st year of service with the Bank.</p> <p>'Employee plus 3 dependants are covered under the floater policy. Additionally, employee has an option to add two more dependents at an additional premium of Rs. 800 /- per dependent.</p> <p>The Bank provides cover for Parents upto 50 % of the base sum insured , while 50 % will be borne by employee for any claim lodged for Parents.</p> <p>In addition, the Bank offers a Top Up Policy ranging from coverage of Rs. 3 Lac to Rs 20 Lacs, which an employee can opt for an pay the premium accordingly.</p>
Group Term Life Insurance Policy	60,00,000.00	<p>Only employee is covered (You will be required to contribute an annual premium as prescribed by Insurance Co. from time to time)</p>

The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company. For coverage under the Group Mediclaim Insurance Policy, it is also required that you are a confirmed employee of the Bank or have completed 6 months of service, whichever is earlier.

Note: The mediclaim Policy is renewed every year in October and shall be applicable as per prevalent policy.

Other Benefits	
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as may be applicable), will be paid as per the Company's policy, subject to your being a confirmed employee.
** Gratuity will be paid as per the Payment of Gratuity Act.	

11-Jul-2017

Date:16-07-2019

Welcome Note

Dear **Ms. Tamanna**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

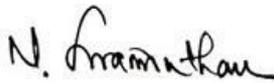
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Date: 16-07-2019

To,
Ms. Tamanna,
Empcode -1397774

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Unit Manager, for a fixed period of employment, on the following terms and conditions:

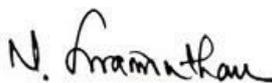
1. Your contract of employment shall be valid for a period of 1 year from 04-07-2019 to 03-07-2020. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the client's business.
4. Details of your salary break up with components is as per the Annexure 1.
5. You will be entitled to an employer's contribution of Provident Fund to the extent of 12% of your basic salary.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 2000000 and medical insurance upto 200000, per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at HDFC Asset Management Company Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

Acceptance:

I Tamanna have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 16-07-2019

Ms. Tamanna,
Empcode -1397774

DEPUTATION LETTER

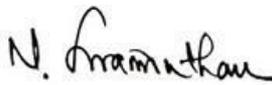
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to HDFC Asset Management Company Limited with effect from 04-07-2019 at their JALANDHAR office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 04-07-2019, be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from HDFC Asset Management Company Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by HDFC Asset Management Company Limited.
5. You shall be bound to follow the working hours of HDFC Asset Management Company Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside HDFC Asset Management Company Limited and use such information only in connection with the service provided to HDFC Asset Management Company Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against HDFC Asset Management Company Limited. This arrangement is purely a contractual agreement between Randstad and HDFC Asset Management Company Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of HDFC Asset Management Company Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of HDFC Asset Management Company Limited entrusted to you in the due discharge of your duties and shall indemnify HDFC Asset Management Company Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,
For Randstad India Pvt Ltd.



N Swaminathan Iyer
Vice President - SSC

I, Tamanna have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Schedule A
Assignment Details of Tamanna

Name	Tamanna
Client Name	HDFC Asset Management Company Limited
Place of Deputed Designation	JALANDHAR Unit Manager
Start date of Assignment	04-07-2019
End date of Assignment	03-07-2020

Salary Break - Up Details

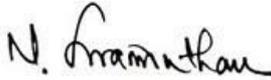
Component	Monthly	Yearly
Basic	17,300.00	207,600.00
House Rent Allowance	2,557.00	30,684.00
Statutory Bonus	1,442.00	17,304.00
Leave Encashment	1,331.00	15,972.00
Gross Salary	22,630.00	271,560.00
Employer's Contribution to EPF	2,076.00	24,912.00
Insurance	497.00	5,964.00
CTC (Cost to the company)	25,203.00	302,436.00
Employee's Contribution to EPF	2,076.00	24,912.00
Net-Take Home	20,554.00	246,648.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By



**N Swaminathan
Iyer**
Vice President - SSC

Tamanna

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

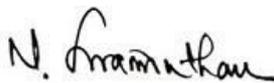
General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Yours truly,

For Randstad India Pvt Ltd.



**N Swaminathan Iyer
Vice President - SSC**

I, Tamanna have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
 Randstad House,
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
 Nungambakkam, Chennai 600 006.
 P +91 (0) 44 66227000 F +91 (0) 44 66227474
 www.randstad.in

Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)	(Randstad India Ltd.)
By	By
.....
Name	Name
.....
Title	Title
.....
Witness	Witness
.....

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this..... day of.....at..... by Mr/Ms.....Son/Daughter ofaged about.....years and residing at..... hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)
By
.....
Name
.....
Title
.....
Witness
.....

(Randstad India Ltd.)
By
.....
Name
.....
Title
.....
Witness
.....

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name:
Employee ID:
Designation:
Service Function / Vertical :
Centre / Location :

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed

Date



Ms. Taranjot Kaur Cheema
Apeejay Institute of Management
Jalandhar

03-05-2019

SBIL-Gene-47181

Offer Letter: Senior Associate

Dear Taranjot Kaur Cheema,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For clarifications, please feel free to contact Ashish Bhatti at 8528908600 or e-mail at hr_chd@sbi-life.com.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,

Ashima Sharma
Associate Vice President-Human Resource

I, Taranjot Kaur Cheema, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature: *Taranjot*

Date: *16th May, 2019*



Salary Sheet	
Name	Taranjot Kaur Cheema
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

- Mediclaim Coverage for spouse ,up to two children and dependent parents up to ceiling of Rs 2 Lakh p.a.
- In case of Maternity Coverage the claim is covered up to Rs 0.50 lakh
- Group Life Insurance coverage of Rs 20 lakhs.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Taranjot Kaur Cheema declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

- | | |
|--------------------------------------|--------------------------|
| Hypertension | <input type="checkbox"/> |
| Pulmonary Disease | <input type="checkbox"/> |
| Tuberculosis | <input type="checkbox"/> |
| Cancer | <input type="checkbox"/> |
| Rheumatic Joint Diseases or symptoms | <input type="checkbox"/> |
| Asthma | <input type="checkbox"/> |
| Mental Stress | <input type="checkbox"/> |
| Others (Please specify) | <input type="text"/> |

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

Taranjot

(Signature of the candidate)

Date: *16th May, 2019*

Place: *Jalandhar*

6th December, 2018

To,
Mr. Tarun Sharma,
Tel.No:8437222795

Dear Tarun,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on assignment for a period of three months. Based on your good performance during the assignment period you would be taken on probation. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	24,000	2,88,000
House Rent Allowance	:	3,000	36,000
Additional HRA	:	12,000	1,44,000
Transport Allowance	:	2,000	24,000
Telephone Allowance	:	1,000	12,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total: Rs. Seven Lakh Fifty Thousand only p.a.	:	62,500	7,50,000

Regards,
Jaro Education

Sushant Mallya
Sr.Manager – Human Resource

I agree to the above and attached terms & conditions _____ Dated _____



Ref: TCSL/DT20184221804/1093230/Chennai

Date: 09-02-2019

MS. KIRAN SHUKLA
W/S 235 Vpo Budhiana Distt Jalandhar,
Kumar Clinic, Jalandhar Zone Jalandhar,
Punjab-144025.
Tel# 918283058532

Sub: Joining Letter

Dear Ms. Kiran Shukla,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **22nd February 2019** at **Chennai**. You are requested to report at the address detailed below on **22nd February 2019** at **08:30 AM**.

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road, Thoraipakkam,,
Chennai - 600 096, Tamil Nadu, India,
Chennai, Tamil Nadu-600096.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Shobha Sukumar
Phone: 04466168420
Email Id: shobha.sukumar@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.



Initial Learning Program (ILP)

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program at Ignite, Chennai.

This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

You may please note that in the event of your performance during this program falling short of the required standard, your learning program would be extended or your services would be liable for termination as the case may be.

Only you will be allowed to enter our office. As the whole joining process may be of 3-4 hour duration, please make suitable arrangements for anyone accompanying you.

TCSL will not provide accommodation in Chennai. You will have to arrange for your accommodation. Travel expenses to the location of this Learning Program will not be reimbursed.

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.

If you remain unauthorized absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 20-03-2018 will stand automatically terminated at the discretion of TCSL.



Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Ganesan'.

K Ganesan
Global Head Talent Acquisition & AIP



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



Offer: Computer Consultancy

Ref: TCSL/DT20184221804/Chennai

Date: 20/03/2018

Ms. Kiran Shukla
C-44Vpo Budhiana Distt Jalandhar,
Kumar Clinic,
Jalandhar Zone Jalandhar-144025,
Punjab.
Tel# -

Dear Kiran Shukla,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,89,402/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

TCS Confidential

TCSL/DT20184221804

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- 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 ₹2,840/- 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. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. 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.

4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum 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 tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.



5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹100/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 ₹1,500/-. 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.

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

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:

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.

Loans

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

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.

Professional Memberships

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

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 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.



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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 10 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 ILP 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. 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 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.



12. Terms and Conditions

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

13. 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.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. 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.

16. 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.



17. 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.

18. 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.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted.

- 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.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.



20. Initial Training Programme

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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. 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.

21. 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.

22. 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.

23. 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.



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

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Kiran Shukla
Designation	Graduate Trainee
Institute Name	Apeejay Institute Of Management Technical Campus

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	852	10,224
Gratuity	341	4,098
Total of Annual Components & Retirals	1,194	22,222
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,89,402

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.

*** 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Conveyance Allowance	800	9,600
Leave Travel Assistance	592	7,100
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	100	1,200
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

The Retainer/Consultant 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. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

10. 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. The Retainer/Consultant 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 the Retainer/Consultant 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 of 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

Band	Trainee	
Gross	270,000	
HDFC Bank	Amount	Amount
	p.m.	p.a.
Base Salary	6,750	81,000
Other Allowances	11,180	134,160
Lunch Allowances	910	10,920
Conveyance	1,600	19,200
Provident Fund		9,720
Medical	1,250	15,000
Gross	21,690	270,000
Housing Loan @ 2.5%	750,000	57,375
Vehicle Loan @ 3%	150,000	11,925
Personal Loan @ 5%	60,000	8,100
TOTAL COST TO COMPANY		347,400
City Allowance*		10,000 to 24,000
Performance Bonus		As per Policy
Gratuity		As per Policy
*City Allowance may vary depending on place of posting		

OFFER LETTER

Date: 11 Jun 2018

Mr./Ms. Ujjawal Babbar,

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of "Trainee – Sales" on following terms & conditions:

Offer Details:

Designation: Trainee - Sales
Department: Business Development
Unit Name: Sales
Employment Type: Trainee
CTC Per Annum:

- Fixed Compensation: INR 700000/-
- Variable Compensation: INR 300000/-

Reporting Details:

Date of Joining: 11/Jun/2018
Reporting Location: BYJU'S (Think & Learn Pvt Ltd), 6th Floor, Tower D, IBC Knowledge Park, Dairy circle, Bannerghatta Main Road, Bangalore- 560029.
Reporting Time: 09.00 AM

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

- a) You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
- b) You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
- c) You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

Please accept this offer by clicking  button in your portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same.

You are requested to join the services of the Company not later than 11/Jun/2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resources

Accept Job Offer by signing below

Signature:

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Intern acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an intern or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our interns relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: interns should do nothing that might discredit or embarrass the Company, its clients, or themselves as interns of the Company.

All Think & Learn Pvt. Ltd., interns are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

- a) 10th Mark sheet
- b) 12th Mark sheet
- c) Graduation/Post Graduation Mark sheet–All completed semester mark sheets
- d) Course Completion Certificate
- e) Resume
- f) BYJU'S Offer Letter
- g) Pan Card
- h) Aadhaar Card
- i) Voter ID/Passport/Driving License
- j) Cancelled Cheque/Bank Statement/Bank Passbook
- k) Passport Size Photograph

Signature:

15th November, 2017

**To,
Mr. Ujjwal Babbar,**

Tel.No:7696488712

Dear Ujjwal,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	22,900	2,74,800
House Rent Allowance	:	2,290	27,480
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	500	6,000
Special Allowance	:	2,710	32,520
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total: Rs. Six Lakh Six Thousand only p.a.	:	50,500	6,06,000

**Regards,
Jaro Education**

**Sushant Mallya
Sr. Manager – Human Resources**

I agree to the above and attached terms & conditions _____ Dated _____

Date: 24th October, 2018

Letter of Intent

Dear **Vaibhav Kumra**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore **post your final semester exam which will be communicated to you by the Company.**
2. Your compensation on a cost to company basis will be **Rs.303,160** (Details of which you can find below).

Client Acquisition Manager		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
 - Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
 - The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
 - The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
 4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
 5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **27th October, 2018**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head - HR
CapitalVia Global Research Limited



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: Selected Candidates

MrVikas74 . <v.angural@gmail.com>
To: Ranjit Singh <prof.ranjit@gmail.com>

Mon, Sep 19, 2016 at 12:49 PM

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

From: "Manish Taneja" <manish.taneja@globalinstitutes.org>
Date: 19 Sep 2016 12:36 pm
Subject: Selected Candidates
To: <manjeet11145@gmail.com>
Cc: <v.angural@gmail.com>

Congratulation Candidates !!!

I am sharing company mail for selection result you can communicate with company HR directly.

Regards

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

From: **Garima Shukla** <garima.shukla@verdantis.com>
Date: Fri, Sep 16, 2016 at 17:53 PM
Subject: Candidates LOI
To: Manish Taneja <manish.taneja@globalinstitutes.org>

Hi Manish,

This is to inform you that Manjit Singh and Vikas are selected for Verdantis technologies.

Their package would be 3.5LPA and date of joining would be post their final exams.

In case of any query, please feel free to get in touch with me.

Thanks,

Garima



Thanks & Regards,

Garima Shukla

Manager-HR

Office: +91 22 6164 7600 Cell: +91 998.777.9299



This e-mail message may contain confidential or legally privileged information and is intended only for the use of the intended recipient(s). Any unauthorized disclosure, dissemination, distribution, copying or the taking of any action in reliance on the information herein is prohibited. E-mails are not secure and cannot be guaranteed to be error free as they can be intercepted, amended, or contain viruses. Anyone who communicates with us by e-mail is deemed to have accepted these risks. Verdantis is not responsible for errors or omissions in this message and denies any responsibility for any damage arising from the use of e-mail. Any opinion and other statement contained in this message and any attachment are solely those of the author and do not necessarily represent those of the company.



Ranjit Singh <prof.ranjit@gmail.com>

Fwd: Letter of Intent - Hardipinder Singh - Ref. No.: 5831388

Hardipinder Singh <hardipinders@gmail.com>
To: Ranjit Singh <prof.ranjit@gmail.com>

Wed, Jan 27, 2016 at 1:12 PM

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

From: <manager.campus@wipro.com>
Date: Mon, Jan 25, 2016, 17:40
Subject: Letter of Intent - Hardipinder Singh - Ref. No.: 5831388
To: <hardipinders@gmail.com>

Campus - Letter Of Intent

January 25, 2016

Dear Hardipinder Singh,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro Ltd. for the Wipro Academy of Software Excellence (WASE). This letter is to confirm that we intend to offer you this opportunity on the following terms:

- I. Your designation would be Student - Computer Applications.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. On satisfactory completion of training, you will be assigned to projects in Wipro Limited.
- III. On joining, you would be required to sign a training agreement which is applicable to you during the training period and up to 4 years commencing from your date of joining. The agreement requires you to pay liquidated damages of **Rs. 75,000** to Wipro for the cost of training incurred in the event of your exit/termination within 12 months from the date of joining. If you exit/terminate any time after 12 months from the date of joining you will have to pay liquidated damages of **Rs. 60,000** to Wipro

The monthly scholarship applicable to you is given below:

Period	Consolidated Scholarship (INR pm)
First Year	13,500/-(*)
Second Year	16,000/-(*)
Third Year	19,000/-(*)
Fourth Year	23,000/-(*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You will be eligible for a Book Allowance of **Rs. 1250** per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. The book allowance is applicable only when a student is registered for the semester.

You are also entitled to unique Benefits as mentioned below:

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs. 15,000** per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of **Rs. 10,000** per annum for expenses incurred in CBDT approved hospitals.
3. A Group Personal Accident Insurance (GPAI) Program of **Rs. 12,00,000/-**. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
4. Group Life Insurance Program of **Rs. 14,00,000/** is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-**. For any hospitalization claims beyond **Rs.10,000**, 10% of the claim amount would need to be borne by the students.
- b. Medical reimbursements of up to **Rs. 50,000** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses.

Kindly note that the above terms are subject to change at our discretion. Based on the acceptance of this Letter, a detailed appointment letter with the terms and conditions of employment will be issued to you.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to the fulfillment of the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For **Wipro Limited**,

Rajeev Kumar

Global Head - Campus Hiring

Wipro does not charge any fee at any stage of the recruitment process. Wipro has not authorized any agency/partner to collect any fee for recruitment.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com



December 24, 2014

Dear Parminder,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be **Project Engineer**, belonging to career band **TRB**.
 - II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. **12000/-** per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
 - III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to **two years** commencing from the date of completion of the Training period. The agreement requires you to reimburse **Rs. 75000** to Wipro, for the cost of training incurred, in the event you exit before the said period.
- a. The salary stack for Project Engineer is as given below:

COMPONENT	AMOUNT (INR)
Basic	5250
HRA	2625
Commutation	2500
Wipro Benefit Plan (WBP)	2516
Total Fixed Cash	12891
PF (12% of Basic)	630
Gratuity (5.31% of Basic)	279
Total Fixed Compensation	13,800
Target QPLC	750
Target Compensation	14550
Medical	450
Target Cost to Company per month	15,000
Total Cost to Company per annum	180,000

Confidential

Ref No-MCAGIS14317389878936891

Page 1

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category - 1	15,000	3,340.00	18,340	220,080
Performance Category - 2	15,000	1,670.00	16,670	200,040
Performance Category - 3	15,000	-	15,000	180,000

- a. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance **Rs. 15,000** per annum or one month's basic whichever is higher.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance of your documents submitted.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring



Please login to the below link to accept the offer by 28th December, 2014:

<http://careers.wipro.com/OLC/index.aspx?otp=pBqxEcf73yTWti0paDOjB%2bld6Dub9fxwCByUFafX%2bq4LXkOtoG4gSSFb4IESyPRw>

Confidential

Page 3

Ref No-MCAGIS14317389878936891

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com



December 24, 2014

Dear Raman Minhas,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be **Project Engineer**, belonging to career band **TRB**.
 - II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. **12000/-** per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
 - III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to **two years** commencing from the date of completion of the Training period. The agreement requires you to reimburse **Rs. 75000** to Wipro, for the cost of training incurred, in the event you exit before the said period.
- a. The salary stack for Project Engineer is as given below:

COMPONENT	AMOUNT (INR)
Basic	5250
HRA	2625
Commutation	2500
Wipro Benefit Plan (WBP)	2516
Total Fixed Cash	12891
PF (12% of Basic)	630
Gratuity (5.31% of Basic)	279
Total Fixed Compensation	13,800
Target QPLC	750
Target Compensation	14550
Medical	450
Target Cost to Company per month	15,000
Total Cost to Company per annum	180,000

Confidential

Ref No-MCAGIS14317479041320210

Page 1

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category - 1	15,000	3,340.00	18,340	220,080
Performance Category - 2	15,000	1,670.00	16,670	200,040
Performance Category - 3	15,000	-	15,000	180,000

- a. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance **Rs. 15,000** per annum or one month's basic whichever is higher.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance of your documents submitted.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring



Please login to the below link to accept the offer by 28th December, 2014:

<http://careers.wipro.com/OLC/index.aspx?otp=px4vlyJeSShyMGwZKD%2bt0RIswpnhFs3kuYF6Cbi%2bJ1oeaEmyLIQu7eHRmD9lkSOx>

Confidential

Page 3

Ref No-MCAGIS14317479041320210

Wipro Limited

Regd. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India Tel: 91-80-2844 0011-15, Fax: 91-80-2844 0255 www.wipro.com



January 15, 2015

Ms. Sugandha Sharma

Village- Balliya, Post- Roza,
Shahjahanpur,
Shahjahanpur-242001
Uttar Pradesh

Dear **Sugandha Sharma**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure-V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.



- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro.



Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.



- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your final semester exams in the first attempt and there remaining any backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 50% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 50% in your graduation and 50% in post-graduation.

10. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Keeping in mind costs incurred by Wipro in training you and otherwise in developing your skills or knowledge, the agreement would require that, should you discontinue the employment either during the period of training or thereafter before the completion of twenty one month's commencing from the date of completion of your training period, unless and otherwise at the sole discretion of Wipro , you will also be required to pay liquidated damages of Rs. 75,000/- (Rupees seventy five thousand only).

On joining you would be required to sign a training agreement which is applicable to you during the training period and up to twenty one month's post completion of the Training period. The agreement requires you to reimburse Rs 75,000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: ___/___/___

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.



- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: ___/___/___

Signature:.....



ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Sugandha Sharma

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs. 12000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	5,250
HRA	2,625
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	2,516
Total Fixed Cash	12,891
PF (12% of Basic)	630
Gratuity (5.31% of Basic)	279
Total Fixed Compensation	13,800
QPLC	750
Target Compensation	14,500
Medical	450
Target Cost to Company per month	15,000
Total Cost to Company per annum	180,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category - 1	15,000	3,340.00	18,340	220,080
Performance Category - 2	15,000	1,670.00	16,670	200,040
Performance Category - 3	15,000	-	15,000	180,000

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1670/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.



Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs.5,000 per week. Incase of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium. Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My dataMy Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: January 15, 2015

Reference Number: **MCAGIS14317468556851915**

Dear **Sugandha Sharma,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Date: 24th October, 2018

Letter of Intent

Dear **Yatin Baghla**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore **post your final semester exam which will be communicated to you by the Company.**

2. Your compensation on a cost to company basis will be **Rs.303,160** (Details of which you can find below).

Client Acquisition Manager		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.
- The notice period applicable to you would be **1 Month**.

3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.

5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.

6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.

7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **27th October, 2018**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg
Head - HR
CapitalVia Global Research Limited