

Person ref: 11073121
Post Number: 7094920
Our ref: HUM-024341/AMBS/RWP/intern_new starter

Tel: +44 (0)161 275 4499

People.EmploymentServicesFHUM@manchester.ac.uk

PERSONAL

Ms Aditi Wadhawan
Flat 4
50 Palatine Road
Manchester
M20 3JL

20 March 2024

Dear Ms Wadhawan

I am pleased to offer you an appointment as Global Programmes Assistant (Intern) in the Alliance Manchester Business School in the Faculty of Humanities with effect from 25 March 2024.

The post is fixed term extending until 24 March 2025. The internship is by a fixed term post intended to offer a means of allowing you to gain experience in a chosen field.

The Principal Statement of Terms and Conditions relating to this offer of employment is enclosed.

As you hold Indian nationality this offer of appointment is subject to the over-riding necessity of your meeting UK immigration requirements. In order to comply with the requirements of the Immigration, Asylum and Nationality Act 2006, it is a condition of this offer that you provide for verification an original document from the attached list which confirms that you have permission to work in the United Kingdom. If you are unable to provide one of these documents then please contact People & OD Operations.

You are also required to bring with you to People & OD Operations on your first day original certificates of your qualifications where these are a requirement for the post.

This offer is conditional upon receipt of satisfactory medical clearance and you are requested to complete and return to the Occupational Health Service the enclosed pre-Employment Health Screening questionnaire.

This offer is also subject to receipt of satisfactory references.

You are also required to complete and return the enclosed Rehabilitation of Offenders/Criminal Records Declaration Form. Guidance on how this information is to be used is enclosed.

Information about The University of Manchester Pension Saver, currently provided through Legal and General is enclosed with this letter. We will automatically enrol you into The University of Manchester Pension Saver with effect from your first day of employment. If you are currently a member of, or have contributed at any time during the 12 months immediately prior to this appointment with the University to, the NHS Pension Scheme (NHSPS) you may be able to continue your membership of that scheme, subject to the rules of the scheme from time to time. Within your first month of employment, you will need to notify the Pensions Office who will send you the relevant forms. Application to contribute to the NHSPS must be made within 3 months of your date of appointment, failing which you will not satisfy the eligibility criteria.

Finally, I would wish to take this opportunity to welcome you to the staff of the University.

Yours sincerely

A handwritten signature in black ink that reads "V Cooper". The lettering is cursive and fluid.

Victoria Cooper
Employment Services Officer



The University of Manchester

Post Number: 7094920
Person ref: 11073121
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**Principal Statement of Terms and Conditions of Employment
Support Staff Grades 1 – 5 (Internship)**

Employer: The University of Manchester
Oxford Road
Manchester
M13 9PL

Employee: Ms Aditi Wadhawan
Flat 4
50 Palatine Road
Manchester

M20 3JL

Date of issue: 20 March 2024

The main terms and conditions of your employment are set out below as required by the Employment Rights Act 1996.

Job Title and Duties

- 1 You are employed as Global Programmes Assistant (Intern).
- 2 Your duties are set out in the attached job description which may from time to time be amended by the University. In addition you may be required to undertake additional or other duties consistent with your position as necessary to meet the needs of the University. This may include performing services in the pursuance of your duties, not only for the University but also for any of its subsidiary organisations.
- 3 You are expected to comply with any rules and regulations which the University may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its employees and students.

Commencement date and duration

- 4 Your employment will commence on 25 March 2024 and is for a fixed term extending to 24 March 2025 and will terminate on that date. The post is to undertake a specific internship which has a limited duration. Upon completion of the internship your contract of employment will automatically terminate.
- 5 Your period of continuous employment will begin on 25 March 2024. No other employment with a previous employer counts as part of your period of continuous employment with the University.

Probationary Period

- 6 You are required to complete a probationary period of 6 calendar months from the date of commencement of employment during which your suitability for the position for which you have been appointed will be assessed¹.
- 7 The University reserves the right to extend your probationary period if, in its opinion, circumstances so require.
- 8 During your probationary period, your employment may be terminated either by you or the University on giving one weeks' written notice.

Place of Work

- 9 Your normal place of work will be the Alliance Manchester Business School. However, you may be required to work on either a temporary or an indefinite basis at any premises which the University currently has or may acquire, or at any premises at which it may from time to time provide services.
- 10 You are not currently required to work outside the United Kingdom for a period of more than one month.

Working Hours

- 11 Your normal hours of employment will be 35 hours per week.
- 12 You will be entitled to a lunch break which is unpaid and must be for at least half an hour on each full working day. The working pattern will be in accordance with the requirements of the service.

Salary

- 13 Your post is Grade 2 which has a salary range of £22,214.00 to £23,700 per annum for full-time staff.
- 14 Your commencement salary will be spine point 10 which is £22,214.00 per annum (This has been pro rated in line with your hours if you are part time).
- 15 There are no regular overtime or shift premiums attached to this appointment. Details of additional payments for on call schemes, unsocial hours and allowances, will be provided where applicable and can be viewed on StaffNet.
- 16 Your salary will be paid monthly in arrears by direct credit transfer into your bank or building society account on the penultimate working day of the month.
- 17 Increments are paid on 1 August annually up to the maximum incremental progression for your grade, subject to satisfactory performance and to having achieved six months service in post.
- 18 Your salary will be reviewed on an annual basis by the University following JNCHES (the Joint Negotiating Committee for Higher Education Staff) usually on 1 August each year. For the avoidance of doubt the University is under no obligation to award an increase following such review.

Expenses

- 19 Approved expenses which you incur in the proper performance of your duties will be reimbursed in accordance with the University guidance which can be found on the Staff Intranet ("StaffNet") at: <http://www.staffnet.manchester.ac.uk/human-resources/current-staff/pay-conditions/expenses/>

¹ NOTE: in situations where the length of the probation period is greater than the length of the initial contract, if the contract is extended the length of the probation period in your contract extension will take account of any period of probation already served.

Deductions

20 For the purposes of the Employment Rights Act 1996, you hereby authorise the University to deduct from your salary (which may include holiday pay, sick pay, bonus, honoraria, one-off payments, market supplements and pay in lieu of notice) any sums owing by you to the University, including but not limited to overpayments, loans or advances made to you by the University or the value of any University property in your possession which you have not returned to the University following a written request, or which has been damaged. You agree to make payment to the University of any sums owed by you to the University upon demand.

Overtime

21 You may be required to work overtime when necessary, for which the University will give you as much notice as possible. You may not work overtime unless it has previously been authorised by your manager. No payment will be made for unauthorised overtime.

22 Time up to 35 hours per week will be paid at plain time and any overtime in excess of 35 hours per week will be paid at the rate of time and a half on weekdays and Saturdays and double time on Sundays and Bank Holidays. Alternatively, you may take time off in lieu at plain time with the agreement of your manager.

Annual Leave

23 The annual paid leave allowance is as follows for full-time staff, based on continuous service with the University:

0-5 years' service = 23 days

5-10 years' service = 26 days

10 years plus = 27 days

24 In addition, full-time staff will receive paid leave for 4 days per year on which the University closes at Christmas in the interest of efficiency and on the usual Bank and Public Holidays which fall within the period of employment.

25 If you work part-time you will be entitled to the above paid leave pro rata to your contracted hours per week.

26 The annual leave year runs from 1st October to 30th September. Where you are employed for part of a year, your allowance will be pro rata to the number of complete months worked.

27 Additional annual leave for long service will be awarded in the leave year commencing 1st October following your completion of 5 or 10 years' service.

28 All annual leave must be agreed in advance by your Line Manager.

29 Payment for annual leave will be basic pay plus, where applicable, any long term market supplement, shift premia and contractual overtime only.

30 In exceptional circumstances and with the prior agreement of your manager, you may carry forward into the next leave year, unused leave of up to five days or your contracted hours for one week.

31 If, on the termination of your employment, you have exceeded your accrued annual leave allowance, the University will be entitled to deduct from your final pay, a sum equivalent to the amount of excess leave taken.

32 You will not receive payment for any untaken annual leave unless you leave the University during the leave year and you have not taken your pro rata allowance of leave for that leave year.

33 The University may require you to take any or all of your outstanding leave allowance during any notice period.

Termination of employment

- 34 You may terminate your employment at any time by giving the University 4 weeks written notice.
- 35 The University can terminate your employment at any time by giving you in writing whichever is the greater of:
- 4 weeks' notice, or
- One weeks' notice for each year of completed service up to a maximum of 12 weeks' notice.
- 36 Except, during your probationary period, when your employment may be terminated either by you or the University on one week's written notice.
- 37 The University has the right to terminate your employment without notice and with no liability to make further payment to you (other than in respect of amounts accrued due at the date of termination) in the case of gross misconduct, gross negligence or gross incompetence.
- 38 During any period of notice the University shall be under no obligation to assign any duties to you and shall be entitled to exclude you from its premises, although this will not affect your right to receive your normal salary and other contractual benefits.
- 39 Notwithstanding clauses 35 and 36 above the University may, in its sole and absolute discretion, terminate your employment at any time and with immediate effect by making a payment in lieu of notice (Payment in Lieu). This Payment in Lieu will be equal to your basic salary (as at the date of termination) and shall include any entitlement to contractual payments that you would have been entitled to receive during the period for which Payment in Lieu is made but shall not include any payment in respect of benefits or pension contributions which you would have been entitled to receive during the period for which the Payment in Lieu is made or any payment in respect of any holiday entitlement that would have accrued during such the period.

Garden Leave

- 40 The University may at any time during your employment require you to cease performing your role for such period or periods as the University shall in its absolute discretion determine. During any such period of garden leave:
- a. the University shall continue to pay your salary and provide all benefits to which you are entitled under this contract;
 - b. the University shall be under no obligation to provide you with any work and shall be entitled to appoint any other person or persons to perform your role whether on a temporary or a permanent basis;
 - c. the University may forbid you to enter any of the University's premises or to contact any employees, officers, students, agents or suppliers of the University without its prior consent;
 - d. you shall, at the request of the University, return all or any property in your possession or control which belongs to the University;
 - e. You shall keep your line manager informed of your whereabouts so that you can be called upon to perform any appropriate duties as required; and
- 41 For the avoidance of doubt you shall continue to be bound by your obligations under this contract insofar as they are compatible with you being on garden leave including but not limited to the requirement for exclusivity of service.

Sickness

- 42 If you are absent from work due to sickness or injury you will be eligible to receive sick pay in accordance with the terms and conditions handbook (StaffNet). Any payment made to you under

this provision will include any statutory sick pay (SSP) due from the University. The University sick pay will be reduced by the amount of any social security benefits or damages from a third party recoverable by you (whether or not recovered) in respect of your illness or injury.

- 43 The payment of the University sick pay is subject to compliance with the notification and verification of sickness absence, which are set out in the Sickness Absence Policy and failure to comply with these procedures may also disqualify you from receiving SSP.

Medical Assessments

- 44 You are required to undergo medical referrals and examinations at any time as deemed appropriate by the University for the purpose of assessing your fitness to perform your duties and you agree that any information relevant to your employment may be disclosed to and discussed with the University.

Pension Scheme

- 45 You will automatically be enrolled in The University of Manchester Pension Saver, the University's group personal pension scheme (Scheme) (or such other registered pension scheme as may be determined by the University to replace the Scheme) subject always to the rules as amended from time to time with effect from the first day of employment. Details of the Scheme are available from the University's Pensions Office and on StaffNet.

Qualifications/Professional Registration

- 46 Where staff are required to hold professional qualifications for their role, they are required to keep their qualifications, knowledge and skills up to date and to take whatever steps are necessary to maintain their membership of any appropriate professional bodies or associations, including (but not limited to) the completion of continuing professional development for registration purposes with such bodies or associations.

Exclusivity of Service

- 47 As an employee you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the University at all times. You must notify the University of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). You must not, without the written consent of your Line Manager, which consent will not be unreasonably withheld, undertake any employment or engagement, or be directly concerned or interested in any other organisation, business or occupation, which might in the reasonable opinion of the University interfere or conflict with the performance of your duties or with the interests of the University or with the legal requirements of the Working Time Regulations.

Conduct and Behaviour

- 48 The University expects all members of staff to conduct themselves with probity and propriety during the course of their employment with the University and you must at all times adhere to The University's Code of Conduct, Conflicts of Interest and Conduct of Reserved Business currently contained in Ordinance XVIII, as may be amended from time to time.
- 49 You must at all times adhere to any rules, policies and procedures which are currently on StaffNet or which the University may introduce from time to time, including but not limited to the following;
- a. The University's Financial Regulations and Financial Procedures, as may be amended from time to time. Your attention is drawn, in particular, to the provisions relating to anti-facilitation of tax evasion, and anti-corruption and bribery and conflicts of interest;
 - b. Acceptable Use Policy - IT Facilities and Services as may be amended from time to time
 - c. The Equality and Diversity Policy as may be amended from time to time.

- 50 You must declare any personal interest in the Register of Interests maintained by the Head of your Organisational Unit. A personal interest may include but is not limited to an interest which might reasonably be deemed to compromise your impartiality, conflict with your duty as an employee or could potentially lead to a conflict of interests whether or not it leads to a private benefit. For further examples of personal interests, please refer to the University's Financial Regulations and Financial Procedures.
- 51 You must declare any significant conflict of interest to your Line Manager or Head of the Organisational Unit with immediate effect. For examples of significant conflicts of interest please refer to the University's Financial Regulations and Financial Procedures.
- 52 A failure to comply with the University's requirements in relation to codes of conduct and conflicts of interest will be treated very seriously and may, depending on the circumstances, amount to gross misconduct.
- 53 For the avoidance of doubt, the rules, policies and procedures on StaffNet and/or which are referred to in this clause are not incorporated by reference into this contract and they can be changed, replaced or withdrawn at any time at the discretion of the University.

Confidentiality

- 54 In the course of your employment you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.
- 55 You shall not, except in the proper course of your duties, either during your employment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any Confidential Information.
- 56 Confidential Information includes (but shall not be limited to):
 - a. all information which relates to the business, finances, transactions, affairs, products, services, processes, equipment or activities of the University
 - b. details of employees, suppliers, customers, partners or students of the University
 - c. all information relating to such matters which comes to your knowledge in the course of your employment and which, by reason of its character and/or the manner of its coming to your knowledge, is evidently confidential
 - d. all information which relates to the business, finances, transactions, affairs, products, processes, equipment or activities of actual or potential partners, students, customers, suppliers or other persons which has been given to the University in confidence

and shall include without limitation information as to any of the following subjects [business plans, business methods, corporate plans, management systems, finances, maturing new business opportunities, research and development projects, concepts, ideas, new products, product formulae, source code, software, software designs, graphic designs, artwork, processes, inventions, discoveries or know-how, research data, databases, software, bioinformatics tools, specifications, plans, drawings, prototypes, models, documents, recordings, instructions, manuals, papers, marketing statistics, marketing techniques, marketing surveys and plans, costs, profit or loss, prices and discount structures, the names, addresses and contact details of students, potential students partners, potential partners, customers and suppliers or potential customers and suppliers] provided that information shall not be, or shall cease to be, Confidential Information if and to the extent that it comes to be in the public domain otherwise than as a result of your unauthorised act or default.

- 57 Nothing in this clause shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 provided that the disclosure is made in the appropriate way to an appropriate person having regard to the provisions of the Act and you have first complied with the University's procedures relating to such disclosures.

Data Protection

- 58 The University will collect and process information relating to you in accordance with the privacy notice which you are required to read. This can be found on <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37024>
- 59 You shall comply with the University's Data Protection policy when handling personal data in the course of your employment including personal data relating to any employee, student, customer, partner, supplier or agent of the University. You will also comply with the Information Security Policy, Acceptable Use Policy - IT facilities and services and Social media policy.
- 60 Failure to comply with the University's Data Protection policy or any of the policies listed above will be treated very seriously and may, depending on the circumstances, amount to serious/gross misconduct leading to summary dismissal.

Ownership of Intellectual Property Rights (IPR) and Copyright (Including patents, copyright, registered designs, unregistered design rights, trade marks, etc.)

- 61 Your attention is drawn to the University's Intellectual Property Policy which can be found on <http://www.staffnet.manchester.ac.uk/documents>.
- 62 Ownership of intellectual property and/or any issue of copyright shall be determined in accordance with and shall be subject always to the Intellectual Property Policy as may be amended from time to time.

University Property

- 63 Upon request for any reason and in any event on termination of your employment:
- a. you are required to return all University property in your possession or under your control, including (but not limited to) ID cards, keys, security passes, computer hardware and software including discs and any other equipment; and
 - b. you are required to return all documents, books, materials, records, correspondence, papers and information (whether on paper or stored/located on other media and wherever located) relating to the business or affairs of the University and/or the University's current, former or prospective employees, suppliers, customers, partners, students of the University together with any copies or extracts thereof made or acquired by you in the course of your employment ("Information") with the University and to irretrievably delete such Information that you have stored whether on disc or memory or other media which is in your possession or control outside the University's premises. You are further required to provide a signed statement that you have complied with your obligations under this provision, if requested, and to provide such reasonable evidence of your compliance as the University may request.

Rules, Policies and Procedures

- 64 You must comply at all times with the University's rules, policies and procedures as amended from time to time. Copies of these are available on the StaffNet or from the People & OD Operations department.
- 65 The rules, policies and procedures are not incorporated by reference into this contract and they can be changed, replaced or withdrawn at any time at the discretion of the University.

Discipline and Grievance procedures

- 66 The University expects and will enforce high standards of performance and conduct from its employees. Its Discipline and Grievance procedures are available on the StaffNet and from the People & OD Operations department. These procedures may be varied by the University from time to time. They do not form part of your contract of employment.
- 67 If you are dissatisfied with any disciplinary decision taken in relation to you, you may refer the matter in writing to the Director of Human Resources within 10 working days.

- 68 Should you have any grievance in relation to your employment, you should in the first instance raise it by speaking to your Line Manager. If the grievance relates to your Line Manager you should raise the matter with the Head of the Organisational Unit.
- 69 Where disciplinary proceedings are taken against you, the University reserves the right at its discretion to impose upon you a sanction such as transfer, demotion, loss of seniority, loss of increment whether or not the imposition of such a sanction results in a loss of pay. Such sanctions may be imposed in addition to warnings under the disciplinary policy and procedure or as an alternative to dismissal.
- 70 The University reserves the right to suspend you on full pay for a reasonable time in order to investigate any allegation of misconduct or other disciplinary matter. During such a period of suspension the University may require you to stay away from your place of work and not to undertake some or any of your duties.

Health & Safety

- 71 Your attention is drawn to the University's Health and Safety Policy Statement <http://documents.manchester.ac.uk/display.aspx?DocID=654> and to your own duties and responsibilities under Health and Safety legislation, including your obligation to comply with the University's procedures and to cooperate with those who have responsibility for health and safety.

Variation

- 72 The University reserves the right to make amendments to any or all of these terms and conditions of employment in order to reflect the changing needs of the University or to comply with new legislation. Any changes made will be notified to you either personally in writing or by other form of communication within one month of the change.
- 73 In the event of any conflict between any policies, collective agreements and these terms and conditions, these terms and conditions shall prevail.

Prior and subsequent agreements

- 74 This Contract of Employment and any documents expressly incorporated herein constitute the entire terms and conditions of your employment. They cancel and are in substitution for any previous letters of appointment or contracts of employment and all other agreements and arrangements (whether express, implied or deriving from any collective agreement) relating to your employment by the University.
- 75 The University recognises Unison, Unite and University Colleges Union (UCU) for collective bargaining purposes.
- 76 Any changes in the terms and conditions of employment applicable to staff appointed by the University on the terms and conditions set out herein which may be agreed in writing after the date of this Contract between the University and any trade union recognised by the University in respect of such staff shall be incorporated automatically into your Contract of Employment.
- 77 Any written agreements relating to the terms and conditions of staff appointed on the terms and conditions set out herein which are reached after the date of this Contract between any national employers' body of which the University is at the relevant time a member and any trade unions recognised by that body in respect of such staff will not affect your Contract of Employment unless they are adopted by the University but will, if so adopted, be binding on you.

Notice

- 78 Any notice or other communication given to a party under or in connection with this agreement shall be in writing and shall be delivered by hand or sent to the party at the address given in this agreement or as otherwise notified in writing to the other party.
- 79 Any such notice shall be deemed to have been received:

- a. if delivered by hand, at the time the notice is left at the address or given to the addressee;
- b. in the case of pre-paid first class UK post or other next working day delivery service, at 9.00 am on the second business day after posting or at the time recorded by the delivery service
- c. in the case of pre-paid airmail, 9.00 am on the fifth Business Day after posting or at the time recorded by the delivery service; or

80 A notice shall have effect from the earlier of its actual or deemed receipt by the addressee. For the purpose of calculating deemed receipt:

- a. all references to time are to local time in the place of deemed receipt; and
- b. if deemed receipt would occur on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is at 9.00 am on the next business day.

81 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

Interpretation

82 In this contract "Subsidiary" means any company, association, society or other entity directly or indirectly controlled by the University, for which purpose "control" means either ownership of more than 50% of the voting share capital (or equivalent right of ownership) of such company association, society or other entity or power to direct its policies and management whether by contract, statute or otherwise.

Jurisdiction

83 This Agreement will be governed by and interpreted in accordance with the law of England and Wales.

Contracts (Rights of Third Parties)

84 A person who is not party to this agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement but this does not affect any remedy of a third party which exists or is available apart from that Act.

Signed on behalf of The University of Manchester:



Signed _____ Date 20 March 2024

Name (print): **VICTORIA COOPER** Job Title: **Employment Services Officer**

I hereby acknowledge that I have received and agree to the terms and conditions set out above. I have retained one copy.

Signed Date.....

Name (print).....



No. 200/1/Pr.AO/Admn/MHA/2024-25/ 247-249

दिनांक/ Dated... 05/04/2024

APPOINTMENT LETTER

Sub: Formal Appointment Letter to the post of Accountant under Direct Recruitment Quota in DAO, MHA, on the basis of SSC CGLE 2023 conducted by Staff Selection Commission.

On the recommendation of Staff selection Commission (SSC) consequent upon passing Combined Graduate Level Examination- 2023 conducted by SSC and the acceptance/willingness submitted by the candidate in response to the offer of Appointment issued by this office dated 08.03.2024. Shri/Smt./Ku: **Tanvi Bansal** (SSC, CGLE-2023 Roll No. **2201215998**, Rank No. **(SL/II/03681)** S/D/o **Sushil Bansal** is hereby appointed to the post of Accountant (Central Civil Accounts Service) in the office of Departmentalized Accounting Organization of the Ministry of Home Affairs, New Delhi in the **Pay Matrix Level-5 (Rs 29200-92300) plus allowances** as may be sanctioned by the Government of India from time to time and on the following terms and conditions from the date of his reporting for duty to **the office of Senior Accounts Officer, Principal Accounts Office (Admn.), Ministry of Home Affairs, Room No. 6, 2nd Floor, Major Dhyanchand National Stadium, India Gate, New Delhi-110002.**

- i. The appointment to the post of Accountant is purely temporary in nature and shall be governed by the provisions of the Central Civil Service (Temporary Service) Rules, 1965 and regulations made there under.
- ii. The appointment is provisional and subject to verification of character and antecedents from concerned authorities as per laid down procedure. Furnishing of false information or suppression of any factual information would be disqualification and would render the candidate unfit for employment under the Government with resultant cancellation of provisional appointment or dismissal from service.
- iii. As per declaration furnished in Attestation form, if anything adverse comes out in the character and antecedents' verification that would make the appointee ineligible for appointment in the first instance, the appointee will be liable to be discharged from Government service forthwith without any further notice.
- iv. The services of appointee are temporary and may be terminated at any time by giving one month notice by either side namely appointee or the appointing authority without assigning any reason thereof. The Government, however, reserves the right of terminating services of appointee forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent the pay and allowances for the period of notice or the un-expired portion thereof.
- v. The appointee will be on probation for two years, which may be extended or curtailed at the discretion of the Competent Authority but the total period of extension of probation shall not, except where it is necessary, by reason of any departmental or legal proceeding against him/her, exceed one year. The appointee has to pass Departmental Confirmatory Examination conducted by the Controller General of Accounts as per terms and condition specified and within the period of three years. In case, he/she fails to pass the said examination, the appointee will be given the opportunity to accept lower post of Lower Division Clerk.

कक्ष संख्या 6, ओपन गैलरी, दूसरी मंजिल, एमडीसी नेशनल स्टेडियम, नई दिल्ली-110002
Room No. 6, Open Gallery, 2nd Floor, MDC National Stadium, New Delhi-110002
Ph. : 23382522, 23382549, Tele Fax : 23382559 | E-mail : praoadm-mha@mha.gov.in



September 29, 2023

Employee ID:SIPLIND33351

To,

Vrinda Gaur

Flat No 15, Third Floor, Phase-2, Anupam Enclave, Near By Firends Librany & Kotak
Mahindra ATM, Saidulajab Extn, Ignou Road, New Delhi, Delhi

Appointment Letter

Dear Vrinda,

Further to the conversation that we had, I am pleased to offer you an appointment
as **Tele Marketing Executive** in our organization with effect from **11-09-2023**

Your responsibilities and scope of work will be as discussed with you. Your all-inclusive CTC will be Rs: 24000/- Per
month. A detailed appointment letter will be issued subsequently.

Your compensation details and other terms of employment are confidential to you only and must not be discussed with
anyone under any circumstances. Should you have any queries or questions they should be discussed with your
Manager.

You are requested to report on **11-09-2023 Venue- A-6, Ground Floor, Naraina Industrial
Area, Phase-II**. Kindly submit following documents on the day of joining

The following documents need to be submitted to the HR department on the day of joining.

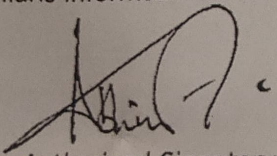
- 3 Passport sized color photographs.
- Qualification Certificates.
- Photo ID & Aadhar Card(Mandatory).
- Experience & Salary certificate including clearance from your last employer
- Copy of cancel cheque.

Please note that this offer may be cancelled if it becomes clear that you have supplied incorrect information any
connection with your application for employment with this company.

I welcome you to our organization and look forward to your valuable contribution to the company. Please confirm
your acceptance by signing a copy of this letter.

Yours Sincerely

Silaris Informations Pvt. Ltd.



Authorized Signatory

I agree to abide by the above terms and conditions of employment

Annexure A

Name	Vrinda Gaur	Date of Joining	September 11, 2023
Designation	Tele Marketing Executive	Department	Max-Gur
Grade	E4	City	New Delhi

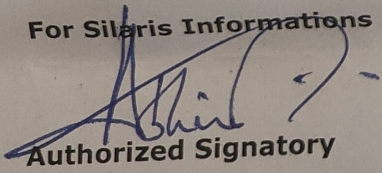
Please find below the salary break-up:

Particulars of Salary	Monthly	Yearly
	Amount (In Rs.)	Amount (In Rs.)
Basic Salary	15010	180120
HRA	6004	72048
Conveyance Allowance	0	0
Special Allowance	1186	14232
Mobile Allowance	900	10800
Petrol & Vehicle Maintenance Allowance	900	10800
Statutory Bonus	0	0
Gross	24000	288000
Net Salary	24000	288000
Cost To Company	24000	288000

NOTE:

- Employer contribution to ESIC/PF is part of the CTC.
- Professional tax shall be deducted at source as per applicable law.

For Silaris Informations Pvt. Ltd.


Authorized Signatory

I agree to abide by the above terms and conditions of employment



E-Certificate No. 23D/08100



NATIONAL ELIGIBILITY TEST FOR ASSISTANT PROFESSOR

NTA Ref. No.: [230520643381](#)

Roll No. DL01023054



Certified that **ANJALI SHARMA** Son Daughter of **JAGDISH PRASAD SHARMA** and **RENU SHARMA** has qualified the UGC-NET for eligibility for Assistant Professor held on **11.12.2023** for December 2023 in the subject **HINDI**

As per information provided by the candidate, he/she had completed /appeared or was pursuing his/her Master's degree or equivalent examination in the related subject at the time of applying for UGC-NET.

The date of eligibility for Assistant Professor is the date of declaration of UGC-NET result, i.e., **18-01-2024**, or the date of completion of Master's degree or equivalent examination with required percentage of marks within two years from the date of declaration of UGC-NET result, i.e. by **17-01-2026**, whichever is later.

This is an electronic certificate only, its authenticity and category in which the candidate had appeared should be verified from National Testing Agency (NTA) by the institution/appointing authority. This electronic certificate can also be verified by scanning the QR Code.

The validity of this electronic certificate is forever.

Date of issues: **26-02-2024**

Rajesh Kumar, IRS
Director(Exam), NTA

Note: NTA has issued the electronic certificate on the basis of the information provided by the candidate in his/her online Application as the appointing authority should verify the original records/certificates of the candidate while considering him/her for appointment, as NTA will not be liable for any false information provided by the candidate. The NTA is only responsible for the result which can be verified from the repository available from the website of NTA (ugcnet.nta.ac.in). The candidate must fulfil the minimum eligibility conditions as laid down in the notification for UGC-NET.

74ECCD35-505E-3D18-6C24-5A0E0A6490B8

 **YES BANK**



SUSHMA KUMARI

Employee No: 6755914

Blood Group: O+ ve

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Offer has been accepted

[Printable Format](#)

07-Sep-2019

Prerna Saluja
45-R, Model Town,
Sonipat - 131001,
(Haryana) India

Dear **Prerna,**

On behalf of **B S R & Co. LLP** (the '**Firm**'), I am pleased to offer you the position of **Audit Assistant** in **Audit** with the Firm.

You shall be based in Noida and can be transferred to any other offices of the Firm at any other place or city within India or outside India, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **01-Jun-2020**, this employment agreement ('Agreement') shall stand terminated.

MIZORAM COOPERATIVE APEX BANK LTD.,
HEAD OFFICE : AIZAWL.

No.MCAB/Adm/2/2022-23/286

: Dated Aizawl, the 24th August, 2022.

O R D E R

In the interest of the Bank and public service, Pi Lalrempuii Varte d/o Pu Vanlalfaka C-112/A, Ramhlun North, Aizawl is hereby appointed to the post of Junior Management Grade-I in the pay level 10 of Pay Matrix of the Bank plus all other allowances as admissible from time to time as per the Mizoram Cooperative Apex Bank Ltd. Staff Service (Amendment) Rules 2020.

The appointee shall be on probation for a period of two years which may be extended by another term of one year or till the satisfaction of the Appointing Authority.

The appointee shall report to the undersigned on or before 29th August,2022, failing which without substantial ground, will nullify this appointment order.

The appointee shall submit the followings at the time of joining the post -

1. Attested copies of Mark Sheets and Certificates from HSLC onwards.
2. Medical fitness certificate from qualified Medical Practitioner approved by the Govt. of Mizoram.
3. Birth Certificate duly attested.
4. Police Verification Certificate.
5. Declaration of Home town.
6. Declaration of Nominee
7. Declaration of family members
8. Residential Certificate
9. Declaration to be bound by SSR
10. Declaration of Fidelity and Secrecy

Sd/-

(LALZUAHLIANA)

Chief Executive Officer

Memo No.MCAB/Adm/2/2022-23/286

: Dated Aizawl, the 24thAugust, 2022.

.Copy to :-

1. Person concerned for information and necessary action.
2. Chairman, Mizoram Cooperative Apex Bank Ltd.for kind information
3. Vice Chairman, and all Directors, Mizoram Cooperative Apex Bank Ltd. for favour of information.
4. All Board of Directors, Mizoram Cooperative Apex Bank Ltd. for kind information.
5. G.M & All Head of Department,Mizoram Cooperative Apex Bank Ltd.Head Office, for information and necessary action.
6. All Chief/Branch Manager, Mizoram Cooperative Apex Bank Ltd.,for information and necessary action.
7. Personal file of person concerned.
8. Office Order Book.


Chief Executive Officer

Date: 13 Oct 2022

Candidate Name: Varnika Dhiman

Subject: Offer of Employment

Dear Varnika,

Subsequent to the personal interviews you had with us, we are glad to offer you the role of **Analyst**. The tentative date of joining will be on or before **03 Jul 2023**. The position is initially based at our **Gurgaon** office. On behalf of the Company let me invite you to be a part of our journey towards growth.

You will be paid an annual fixed compensation of **INR 6,75,000** and also be eligible for receiving variable compensation of up to **10%** of your annual fixed compensation, subject to your performance and company's variable pay policies.

Additionally, **you will be paid a retention bonus of INR 1,00,000/- after one year and INR 1,00,000/- after completing two years of your date of joining**. This would be subject to you not having resigned and/or are not serving notice period at the time of pay-out.

Applicable taxes would be deducted at source in case of joining and retention bonus.

You would be issued a detailed Letter of Appointment containing all terms and conditions of employment on your joining. This is an offer of employment only and the terms will become valid from the date of your joining as mentioned above.

You are requested to submit self-attested copies of the following documents on the date of joining and bring original documents at the time of joining for verification:

1. Passport size photographs (2)
2. Pan Card
3. Address proof - Current & Permanent – (Any one):
 1. Passport
 2. Electricity bill, (most recent, within last month) or
 3. Landline bill (most recent, within last month)
 4. Aadhar card
 5. Passbook of any Nationalized Bank
 6. Voter card
4. Educational Qualification certificates & mark sheets
 1. Class 10th
 2. Class 12th

3. Diploma
 4. Graduation
 5. Post-Graduation
 6. Certifications, if any
5. Date of Birth Proof, if not part of the above documents
6. Bank Account details for salary,
1. Name on the account
 2. Account No.
 3. Bank name
 4. Branch name
 5. IFSC code
7. PF account details/UAN (Universal Account No.), if any
1. Name on the account
 2. UAN No
8. Previous employer details, if any
1. Joining & Relieving letter / Experience letter from previous employer

This offer is conditional to the satisfactory completion of all background checks. Management reserves the right to withdraw this offer letter in case any of the information provided by you in the application form and during the selection processes is found misleading or false.

We believe that your association with us will be mutually rewarding.

Sincerely,

HARSHA
YADAV Digitally signed by
HARSHA YADAV
Date: 2022.10.18
16:21:59 +05'30'

Harsha Yadav
Manager - HR

I accept the above offer.

Name:

Date:

Annexure

Name: Varnika Dhiman	
Designation: Analyst	
Revised Salary Break Up	Annual Amounts (In INR)
Basic	2,02,500
HRA	81,000
LTA	33,750
Conveyance	19,200
Medical Allowance	15,000
Telephone Reimbursements	6,000
Internet Expense Reimbursements	12,000
Car Reimbursement	21,600
Parking Slip Reimbursement	30,000
Ad-hoc Allowance	2,29,650
Employer Provident Fund	24,300
Total Fixed	6,75,000
*Variable	67,500
Retention Bonus (after 1 year)	1,00,000
Retention Bonus (after 2 year)	1,00,000
Total CTC	9,42,500



 **ADYOGI**



AARTI SHARMA

Emp. Code : ADYG253
Blood Group : A+ve



Offer Letter

November 8, 2021

Ms. Akshi Goyal

D/O: Shyam Sunder, Near,
35/9, Chakarwanti Mohalla,
Thanesar, Kurukshetra,
Haryana-136118

Dear **Akshi**,

With reference to your application and the subsequent campus interview you had with us; we are pleased to offer you employment with Aptivaa Consulting Solutions Private Limited as “**Consultant**” at our **Mumbai office**.

Your total CTC (per annum) will be **INR. 11,00,000** /- (Rupees Eleven Lakhs Only), (subject to deduction of tax and other statutory payments as may be applicable) on the terms and conditions as explained to you during the offer discussion. The above CTC is subject to change without notice with any revision in the applicable Regulatory or Tax laws.

You are expected to join on or before: **30th June 2022**.

If you fail to join your duties as above or if we do not receive confirmation of your accepting this offer on a duplicate copy of this letter within eight days from the receipt of the same, this Offer letter shall stand automatically cancelled and withdrawn. Post acceptance of employment offer from your end; Company reserves the rights to withdraw the employment offer any time before your joining; without any compensation payable to you.

This offer is subject to a satisfactory reference check from our end. On joining and successful completion of joining formalities, you will be issued a letter of Appointment.

The above-mentioned terms of your offer letter will not be considered to be changed/ deemed to be changed unless they are communicated to you in writing.

Kindly sign the duplicate hereof in acceptance of the Offer Letter.

On the day of joining your duties, please submit the following documents along with the original thereof:

1. Educational Qualification your last two degrees / diploma certificates.
2. Date of Birth Proof – Passport/Birth Certificate/ School Leaving Certificate, etc.
3. Residential Address Proof. Cancelled Cheque /Bank statement.

Aptivaa Consulting Solutions Private Ltd

91 SpringBoard, 74 Techno Park

74/II "C" Cross Road, Opp Gate No.2

MIDC Speez, Andheri East

Mumbai – 400 093

Tel: +91-9820880961

www.aptivaa.com

CIN: U74140 MH2005 PTC152710



We welcome you to the Aptivaa Family & wish you all the best for a long and fruitful journey with us.

Yours Sincerely,

For Aptivaa Consulting Solutions Private Limited

A handwritten signature in blue ink that reads "Sandip Mukherjee".

Sandip Mukherjee

Director

Offer Accepted: _____

Date: _____

Annexure: CTC Structure

Please find the components of the compensation package we would like to offer you.

Component	Break up (INR)
Basic Salary	4,40,000
House Rent Allowance	2,20,000
Other Taxable Allowance	3,97,236
Company's contribution to Provident Fund	21,600
Gratuity (@ 4.81% of basic)	21,164
Grand Total	11,00,000

Notes*1. Other Benefits:**

Insurance coverage is provided for Employee, Spouse, and two children. There is no option to include coverage for any other members.

Particular	Sum Insured
Group Mediciclaim Insurance (Employee, Spouse, and two children)	INR 4,50,000
Group Personal Accident (Employee)	INR 40,00,000

2. Probation Period: Your probation period will be for 6 months with the organization, during this period you will be regularly evaluated and continuous/timely feedback will be shared, it will however be at the discretion of the management for an early confirmation or extension of your mentioned probation period.

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Reg. Office : 201/Shakti Kiran Building, Shakti Nagar Chowk, Roop Nagar, Delhi-110007

Mob.: 9312325238, Ph.: 011- 47098647, E-mail: u.sinfotech@yahoo.com, contact@usinfotech.co

Web : www.usinfotech.co



Date: 6th January, 2023

To
Ms. Mansi Negi
Emp. Code: USI23010011
C-8 Miranda House Non Teaching Staff Qtr. University of Delhi,
Delhi -110007
Mobile : 9599974484

Subject: Appointment-cum-offer Letter for the post of Data Entry Operator in Depart. Of Physical Education, Miranda House College, Delhi.

You are introduced that you are appointed to the above post w.e.f 4th January, 2023 on the following terms & conditions.

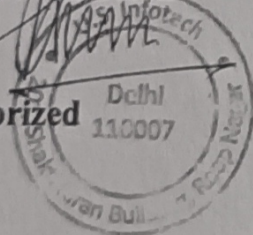
1. You are appointed on a contract basis in our client Miranda House College, University of Delhi, North Campus, Delhi -110007
2. Your Salary will be Rs. 852/-, Per Day, which will continue to increase according to the minimum wages salary, if Central Govt. increases.
3. Your appointment is transferable and you can work at any place in Delhi. Any space can be transferred as per work.
4. It is necessary for you to follow the model standing order of organization according to your service conditions. If your standing orders are violated disciplinary action will be taken against you. Your service can also be terminated with immediate effect if they are found to have violations.
5. Kindly submit the police verification within 15 days after date of joining.

If you have fully understood the service conditions of your organization and subject to these conditions and services. If willing to serve, then sign a copy of the appointment letter and submit it to the office.

Employee Signature

For U. S. Infotech

Authorized



Signatory



Events and Management

7frameevents@gmail.com

MEENU SHARMA

+91 8287838587

No 7Frames/ Jan/23/01

Date:- 01.01.2023

Appointment Letter

Dear Akshita Sharma,

We are delighted to inform you that you are appointed as Senior Executive at 7 Frames, Events & Entertainment firm. You are assigned to promote, handle social media and look after all the event arrangements of 7Frames . We hope you will perform your duties with great determination and sincerity.

Wish you good luck

Meenu Sharma

Proprietor

Seven Frames



आत्मा राम सनातन धर्म महाविद्यालय
ATMA RAM SANATAN DHARMA COLLEGE

ACCREDITED GRADE 'A++' BY NAAC (CGPA 3.77)
All India 6th Rank By NIRF (MOE)

(दिल्ली विश्वविद्यालय) (University of Delhi)

धौला कुआँ, नई दिल्ली-110021 DHAULA KUAN, NEW DELHI - 110021

फोन / Phone : (+91) (11) 24113436, 24117508 फैक्स / Fax : (+91) (11) 24111390

वेब : www.arsdcollege.ac.in

संदर्भ सं / Ref. No. 760

दिनांक / Date 28/08/2023

शुची विभाग
ए-201 विंग नया
3 फ्लोरी
दिल्ली-110006

विषय शुची विभाग,

विभाग संख्या ARSD/सी/001/टी/2022-23 दिनांकित 27.09.2022 के संदर्भ में सहायक प्रोफेसर पद हेतु आपके आवेदन पत्रका, आपको शुची विभाग द्वारा जो समय समिति की अनुमति के फॉलोअप अर्थात् महाविद्यालय, शाही निवास द्वारा अनुमोदन के उपरोक्त, आपको महाविद्यालय के वाणिज्य विभाग में बेंचमार्क विकलांगता (एलटी) श्रेणी वाले पीडब्ल्यूडी श्रेणी वर्ग के तहत, सहायक प्रोफेसर पद पर एक शीघ्र शिफ्ट निवेशन एवं शर्तों पर वेतन मुक्तक - 10 के अंतर्गत न्यूनतम वेतन ₹. 57100/- एवं विधिविद्यालय नियमों द्वारा अधिकृत सामान्य शर्तों सहित, नियुक्ति प्रस्तावित की जाती है।

With reference to your application for the post of Assistant Professor advertised vide No. ARSD/001/T/2022-23 dated 27.09.2022, it is informed to you that on the recommendation of the Selection Committee, the Chairman, Governing Body of the College has approved your appointment as an Assistant Professor under **Person with Benchmark Disability (PwBD-LV) Category** in the **Department of Commerce** of this College in the pay level 10 with minimum pay of Rs. 57,700/- plus usual allowances as admissible under the University rules, on the following terms and conditions:

- आपका शैक्षणिक मूल वेतन उपरोक्त पे बृंहल में विधिविद्यालय नियमनुसार निश्चित किया जाएगा।
Your initial basic pay in the above pay level will be fixed in accordance with the University rules.
- अप कार्यभार प्रारंभ तिथि से एक वर्ष की अवधि हेतु परीक्षायौन होंगे / होंगी।
You will be on probation for a period of one year from the date of joining duty.
- अवकाश होने पर अप विधिविद्यालय के शीघ्र के शीघ्र 28-ए साम्य-समय पर संशोधित। के तहत सेवानिवृत्ति लाभों के हकदार होंगे / होंगी।
On confirmation you will be entitled to the retirement benefits under Statute 28-A of the Statutes of the University as amended from time to time.
- आपसे यह अपेक्षा है कि निर्दिष्ट शैक्षणिक, शोध कार्य तथा समय समय पर दिया गया अन्य कार्य पूरा करेंगे।
You will be expected to do teaching, research Work and such other work as may be assigned to you from time to time.
- समूहिक बीमा, छुट्टी एवं सेवा की अन्य शर्तों के सभी मामलों में अप समय समय पर विधिविद्यालय में लागू नियमों द्वारा शासित होंगे / होंगी।
In all matters relating to Group Insurance, Leave and other conditions of service, you will be governed by the rules in force in the University from time to time.
- आपको कार्यभार प्रारंभ तिथि से एक महीने के भीतर कॉन्ट्रैक्ट के साथ सेवा का करार करना आवश्यक होगा।
You will be required to enter into an Agreement of service with the College within one month from the date of joining.
- आपकी नियुक्ति आपके चिकित्सीय रूप से स्वस्थ पाए जाने के अयोग्य होंगी जिसके लिए आपको महाविद्यालय में कार्यभार प्रारंभ करने समय निम्नलिखित में से किसी एक से प्राप्त स्वस्थ प्रमाणपत्र प्रस्तुत करना आवश्यक है।
Your appointment will further be subject to you being found medically fit for which you are required to produce a fitness certificate from any one of the following at the time of joining the College:



आत्मा राम सनातन धर्म महाविद्यालय

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web : www.arsdcollege.ac.in

संदर्भ सं / Ref. No.

दिनांक / Date

- (i) मुक्त चिकित्सा अधिकारी, ठाम्बु पु., एच. स्वास्थ्य केंद्र, दिल्ली विश्वविद्यालय
The C.M.G. W.D.S Health Centre, Delhi University
- (ii) सी.बी. एच. एस. ई., एच. आई के सैनियर स्टार्क जॉर्नियल / सैनियर या कोई अन्य सरकारी अस्पताल
Senior Staff Physician/Surgeon of CGHS/ESI or any other government hospital
- (iii) भारत में चिकित्सा करने अथवा जिस चिकित्सा अधिकारी
Crd Surgeon or Dist. Medical Officer in India

8. आपको कार्यभार ग्रहण करने के लिए कोई भी टी. ए/डी. ए/ फाल सर्च का भुगतान नहीं किया जाएगा:
You will not be paid TA/DA/Conveyance Charges for joining duty.

9. कार्यभार ग्रहण करने के समय चिकित्सा परीक्षा प्रमाणपत्र प्राप्त कर उसे प्रस्तुत करने के बाद ही अन्य शर्तों का कार्यभार ग्रहण कर सकते हैं।
You can join duty only after getting Medical fitness certificate and submission of the same at the time of joining.

10. यदि आप किसी अन्य संगठन / संस्थान में पहले से कार्यरत हैं तो आपको अपने पूर्व नियोजक से कार्यभार मुक्त पत्र लाना चाहिए ऐसा न करने पर आपको कार्यभार ग्रहण करने की अनुमति नहीं दी जाएगी। आपसे अपने पुराने नियतन के प्रदीपन हेतु अपने पूर्व नियोजक से अंतिम वेतन प्रमाणपत्र लाने की अपेक्षा की जाती है।

In case you are already in employment in another organization/institution, you should bring the relieving letter from your previous employer, failing which you will not be allowed to join. You are also required to bring your Last Pay Certificate from your previous employer for the purpose of fixation of your pay.

11. नियुक्ति भी आपके आवेदन में दर्शाई गई आपको अर्हताओं, अनुभवों (यदि अनुभवों / अनुभवों / अन्य (विशेष दर्जा) या निरासक्त अर्हताओं / पोस्ट-डॉक्टोरल रिसर्च / प्रकाशन, अनुभव आदि के सत्यापन के पश्चात् दी जाएगी।

The appointment will also be subject to verification of your qualification, age, caste (if belong to SC/ST/OBC or PWD), teaching/post-doctoral research/publication, experience etc. as mentioned in your application.

यदि उपरोक्त नियमों एवं शर्तों पर नियुक्ति का प्रस्ताव आपको स्वीकार्य है तो चिकित्सा फिटनेस प्रमाण पत्र सहित सभी आवश्यक दस्तावेजों के साथ महाविद्यालय में कार्यभार ग्रहण करने के लिए पेशवाही रिपोर्ट करें।

If the offer of appointment on the above terms and conditions is acceptable to you then report for joining duty at the College along with all the necessary documents including the medical fitness certificate at the earliest.

भवदीय Yours faithfully,

(प्रो. गान्तोश कुमार झा)
(Prof. Gyantosh Kumar Jha)
प्राचार्य / Principal

प्रतिलिपि/ copy to:

1. प्रशासनिक अधिकारी/ Administrative Officer
2. प्रशासनिक अधिकारी (लेखा) / Administrative Officer (Accounts)
3. पुस्तकालय/Library
4. अवकाश अभिलेख/Leave Record
5. प्राचार्य ऑफिस/Principal Office



INVEST INDIA

NATIONAL INVESTMENT PROMOTION
& FACILITATION AGENCY

March 18, 2024

Aashee Sharma
116, Joshiwara
Deoband, Saharanpur
Uttar Pradesh -247554

LETTER OF APPOINTMENT

Dear Aashee,

We are pleased to appoint you, with **Invest India – the National Investment Promotion and Facilitation Agency** (*hereinafter referred to as "the Organisation"*) established through a cabinet note under DPIIT, Ministry of Commerce and Industry, Govt. of India in association with State Governments of India and Industry Associations. The Organisation is registered under Section 25 of Companies Act 1956 now section 8 of The Companies Act 2013.

As a member of the **Invest India Team**, you would be designated as **Associate**.

General Terms and Conditions of Appointment

TENURE & LOCATION

1. The appointment would be effective for a maximum period of 5 years from March 18, 2024 to March 17, 2029. The tenure of the appointment may be extended or reduced by a written communication.
2. Your initial assignment will be at **New Delhi**. The Organisation reserves the right to utilise your services at any other place, subject to the exigencies of work.
3. You will automatically retire from the services of the Organisation at 58 years of age, unless the extension is allowed by written order at the sole discretion of the Organisation. Your date of birth as per Organisation records is August 22, 2002.
4. The appointment is for a fixed term, which will automatically end on the expiry of the maximum period specified above and no notice pay, or retrenchment compensation will be payable. Further, you will not claim regular employment even if there is such a vacancy for the post held by you, or otherwise. Contribution to funds or trusts under various Acts would not constitute perpetual employment beyond the set timelines of this fixed term appointment. In addition, the Organisation reserves the right to terminate the appointment at any point in time, without any reason thereof.

NOTICE PERIOD

5. You will initially be on probation for a period of 6 months during this period either party may terminate of the appointment in writing by giving 15 days' notice, or equivalent compensation, in lieu thereof, on either side.
6. On successful completion of probation or its extension, you will be intimated in writing about your confirmation. Until such communication is released, one shall be deemed to continue to be under probation.

Aashee Sharma

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First Floor Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi 110011+91-11-2304 8101 |CIN : U91100DL2009NPL197064

7. After being confirmed, the appointment can be terminated by giving 02 (two) months' notice, or equivalent compensation, in lieu thereof, on either side.

COMPENSATION

8. You would be paid an annual compensation of `575000/- p.a. (details as indicated in Annexure – I). This will be subject to deduction of income and other taxes at source, as required by the prevalent rules and regulations of Indian Law. Contributions by the organisation and the appointee to trusts and bodies such as the EPFO, ESIC etc. would be as per applicability.
9. The monthly compensation is payable as per the payment cycle of the Organisation. This will be pro-rated for partially completed months of service on a 30-day per month basis.
10. The Organisation would reimburse or meet all reasonable and necessary expenses that you may incur in the discharge of this engagement, including travel and living, telecommunications, hotel expenses, and conveyance on official duty.

DELIVERY OF SERVICES

11. You will carry out all instructions with regard to your work and carry out diligently and earnestly all duties or work that may be assigned to you, from time to time.
12. You will be responsible for efficient, satisfactory, and economical operations in the areas of responsibility that may be assigned to you, from time to time, in writing or verbally. You will act within the framework of the organizational policy and directions laid down by the Organisation from time to time.
13. You have been appointed on the basis of your qualifications and experience in a specific area of work and as such the assignments may normally be in the same area of work. However, keeping in view the objectives of the organization, you may be entrusted and/or assigned any other work related to other areas or of general nature.
14. This being a full-time appointment, irrespective of your place of work (which maybe from Organisation's premises or your own); you will devote your whole time during office hours in the work of the Organisation, and will not undertake any other business or work, honorary or remunerative without the prior information to the Organisation or any other authorized person.
15. You will be appointed by the Organisation in trust and in expectation of the best possible performance and shall be entitled to assess the performance in any manner as deemed fit. Such assessment could be made the basis for further extension of appointment or for financial increments or any other purpose at the discretion of the Organisation.

DECLARATIONS AND VERIFICATION

16. In case any declaration/representations given by you with respect to your experiences/ qualifications/ credentials, etc., and which form the basis of this appointment is found to be wrong, or you are found to have wilfully suppressed any material information, will void this appointment. Your appointment will be liable to termination without notice, or compensation in lieu thereof.
17. The Organisation shall have the right to get your character and antecedents verified through reference, police verification or any appropriate process and subject to its outcome, the appointment shall be liable to be cancelled/withdrawn at any stage.

Aashree Sharma

CONFIDENTIALITY & IPR

18. You may be required to enter into a non-disclosure agreement upon taking up this assignment, as all of the responsibilities assigned to you are confidential and of business-sensitive nature. You agree to enter into such a non-disclosure agreement, if required, at the time of reporting for duty.
19. That all the intellectual property rights relating to the work done or created by you, including all literary, research, technical work done in the course of your contract, will vest with the Organisation, solely and exclusively, and in perpetuity. The Organisation shall have the sole and exclusive right to utilize them in whatever form it desires. You shall not be entitled to any residual copyright in the same.
20. You shall observe strict secrecy with respect to all transactions and activities of the Organisation. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, any confidential or technical information, know-how, proprietary information of any licenses, plans, drawings, specifications, details or data, or any other information to any other person, including any other appointee/employee/consultant/associate of the Organisation at any time, whether during your appointment with the Organisation or thereafter, without written consent of the Organisation.
21. You shall safeguard and keep confidential for all times to come, any information, or databases coming to your knowledge or possession, in the course of your appointment with the Organisation. In addition, you shall not utilize the information obtained from the Organisation, its clients, collaborators, licensors, agents etc. in its business, during the course of your assignment or thereafter, under any circumstances. Failure to observe this condition of appointment entitles the Organisation to summarily cancel this appointment without any prior notice. In addition, the Organisation shall be free to pursue any action, or claim damages in this regard.
22. You would not address or divulge or blog any information or statement pertaining to the Organisation or its operational activities run through you or others to any media forum (online, television, voice, print, mobile etc.), unless permitted by the Organisation.
23. You are required to keep the appointment terms and consideration confidential; these should not be disclosed within or outside the organization, unless permitted by the Organisation.

CONFLICT OF INTEREST

24. You shall be obliged to disclose your association, in whatsoever manner, professional or personal, in past or present, with any entity, which participates in bidding for any goods, services, or works for the Organisation or is a beneficiary of the Organisation, resulting from or associated with the area in which you function or are in the know-how.
25. To prevent the instances of conflict of interest, you shall be obliged not to seek or undertake an appointment with any private entity with whom you have had direct functional interaction for a period of one year after completion of tenure or its foreclosure. In case of any breach, the Organisation shall be entitled to take suitable action, as it deems fit.

INDEMNIFICATION & GOVERNING LAWS

26. You shall indemnify the Organisation against any and all claims, demands and / or judgment(s) of any nature brought against the Organisation arising out of this appointment. The obligations under this paragraph shall, if required, subsist even beyond the termination of this appointment.
27. This appointment shall be governed in accordance with the laws of India.

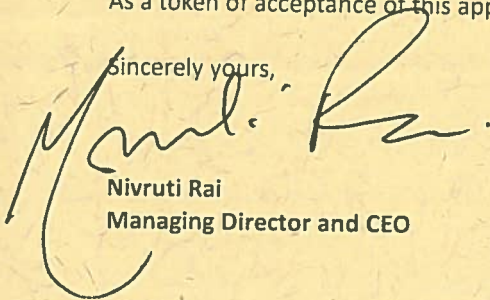
Aashee Sharma

CONDUCT

28. The Organisation shall have the right to prescribe minimum acceptable standards of conduct, policies and guidelines (viz. attendance, leave, travel etc.), from time to time. It shall be obligatory on the part of the appointee to adhere to all such conditions, failing which the Organisation shall have the right to discontinue the appointment or take such action as may be deemed proper in the circumstances of the case.
29. Violation of the Organisation's policies, code of conduct, acts of sexual harassment, acts of violence, insubordination, turning up inebriated to work, misconduct, non-performance, breach of trust, or circumstances where the Organisation is satisfied that further continuation of the appointee may be detrimental to the Organisation, to name a few, would be viewed seriously and liable for termination without notice or compensation thereof.
30. In any type of severance, whether initiated by the Organisation or by the individual, it is mandatory to obtain clearance from the Organisation as prescribed. Failure to do so will make the appointee liable to be declared absconding and suitable action may be initiated by the Organisation.
31. You shall carry out assignments in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and shall conduct oneself in a manner consistent to it.
32. You shall keep the Organisation informed of any change in your contact number, alternate contact number, personal email id and postal address, otherwise the last address communicated by you to the Organisation or available in the Organisation's record will be deemed as your postal address for the purposes of all communication from the Organisation. Accordingly, for all intents and purposes, communications effected per mobile or email are legal, valid and proper, as per Income Tax Act, 2002.
33. You agree not to accept any gifts that may be offered (unless they be of nominal value), and shall adhere strictly to the Organisation's policy of ethics relating to non-acceptance of gifts, favours, enticements, etc.
34. You will be responsible for safekeeping and return in good condition and order all the office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody, and charge. The Organisation reserves the right to deduct fair value of its properties from your dues in the event of a failure to account for the previously mentioned properties to the satisfaction of the Organisation, or take other action, as the Organisation may deem proper.
35. It is agreed between you and the Organisation that in the event you separate from the Organisation, you will not recruit, select or influence in any way, anyone associated with the Organisation to join your future assignment/appointment.

As a token of acceptance of this appointment, please sign a copy of this letter and return it to us at the earliest.

Sincerely yours,



Nivruti Rai
Managing Director and CEO

Understood and Accepted

Aashee Sharma

Name: Aashee Sharma

Date: 03-04-2024

Place: New Delhi

ANNEXURE – I: Compensation Structure

NAME
DESIGNATION
DATE OF JOINING
LOCATION

Aashee Sharma
Associate
March 18, 2024
New Delhi

FIXED PAY	MONTHLY	ANNUAL
Basic	22929	275150
HRA	11465	137575
Management Allowance	9665	115975
Gross CTC (A)	44059	528700
Provident Fund <i>(if applicable) *</i>	1800	21600
Gratuity	1103	13235
Leave Encashment	955	11465
Retirement Benefits (B)	3858	46300
<hr style="border-top: 1px dashed black;"/>		
CTC (A+B)	47917	575000

Gratuity - As per the payment of gratuity act 1972
Leave encashment : As per the HR policy of Invest India
It is expected that individual compensation package would not be shared with other employees.
The above compensation structure is subject to change without affecting emoluments adversely.
Applicable tax would be borne by the employee.

Understood and Accepted

Aashee Sharma

Name: Aashee Sharma

Date: 03-04-2024

Place: New Delhi

NON-DISCLOSURE AGREEMENT

This **Non-Disclosure Agreement** (hereinafter referred to as the the "NDA") is entered on this March 18, 2024 ("Effective Date") at New Delhi.

BY AND BETWEEN:

Invest India, a National Investment Promotion and Facilitation Agency of India, with its registered office at First Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi- 110011, India (hereinafter referred to as the "Company" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and permitted assigns), **of the FIRST PART.**

AND

Aashee Sharma having registered address at 116, Joshiwara, Deoband, Saharanpur, Uttar Pradesh -247554 (hereinafter referred to as the "Employee", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and permitted assigns), **of the SECOND PART.**

Each of the Company and the Employee shall be individually referred to as the Party and collectively as the Parties.

RECITALS:

- A. This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company
- B. The Parties desire to engage in confidential discussions in order to evaluate the feasibility of cooperation in contemplation of entering into a potential business agreement (hereinafter referred to as the "Purpose").
- C. In the course of discussing and evaluating the Purpose, the Company may be required to disclose to the Employee, certain proprietary and/or confidential information and accordingly, the Employee wish to regulate how such information will be protected, which shall be subject to and on the terms and conditions set forth in this Agreement.
- D. The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties, and lawful action the Company may take should such information be used or disclosed by the Employee.
- E. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company or even after the termination of the Employee.

NOW THEREFORE, the Parties agree as follows:

1. DEFINITIONS:

In this Agreement the following words shall have the meaning ascribed to them, unless the context otherwise requires:

- 1.1. "Confidential Information" is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its operations not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, financial and other confidential data, information concerning investors, suppliers, consultants and employees, and any other concepts, ideas or information involving or related to the operations which, if misused or disclosed, could adversely affect the Company's operations.
- 1.2. "Disclosing Party" means the Party disclosing Confidential Information to the other Party.

1.3. "Receiving Party" means the Party receiving Confidential Information from the other Party.

2. OBLIGATIONS:

2.1. Subject to Clause 3, the Employee shall:

(a) not copy and/or use the Confidential Information except for the Purpose.

(b) hold all Confidential Information in confidence and shall take all reasonable care and steps to safeguard the Confidential Information including, without limitation, those steps that it takes to protect its own valuable proprietary and Confidential Information.

(c) not delete any confidentiality and/or proprietary notices or legends appearing on the original Confidential Information as disclosed by or for the Disclosing Party; and

(d) in disclosing any Confidential Information as permitted by this Agreement, comply with any applicable laws controlling or relating to the export of information

2.2. If the Employee is required to disclose any of the Company's Confidential Information pursuant to a court order or demand of a statutory authority, the Employee shall notify the Company before complying with any such requirement, and at the request and expense of the Employee, use reasonable efforts to limit such disclosure including the application of protective orders or other appropriate measures.

2.3. The Employee agrees not to remove any of the Company's Confidential Information from the premises of the Company without the Company's prior written approval. The Employee agrees to exercise extreme care in protecting the confidentiality of any Confidential Information which is removed, only with the Company's prior written approval, from the Company's premises. The Employee agrees to comply with any and all reasonable terms and conditions that the Company may impose upon any such approved removal, such as conditions that the removed Confidential Information and all copies must be returned by a certain date, and that no copies are to be made off of the premises. All such items made, compiled or used or removed by the Employee shall be delivered to the Company by the Employee upon termination of employment or at any other time as per the Company's request.

2.4. Employee agrees not to use or disclose Confidential Information for their own personal benefit or the benefit of any other person, corporation or entity other than the Company during the Employee's employment with the company or any time thereafter.

2.5. Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its operations.

2.6. All repositories of information containing or in any way relating to Confidential Information are considered property of the Company.

2.7. Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party due to deliberate act of the Employee, and will do everything possible to help the Company regain possession of the Confidential Information.

3. EXCEPTIONS:

For the purposes of this Agreement, information shall not be deemed Confidential Information and the Employee shall have no obligation to keep it confidential if:

(a) the information was publicly known;

(b) the information was approved for release by the Company through written authorization.

4. RIGHTS IN INTELLECTUAL PROPERTY:

Aashee Sharma

- 4.1 This Agreement does not confer or grant any intellectual or industrial property rights or licence in the Confidential Information to the Employee or its Affiliates, either directly or by implication, or otherwise.
- 4.2 The Confidential Information shall remain the property of the Company, and the Employee shall not acquire any intellectual property rights under this Agreement except the limited licence rights necessary to use Company's Confidential Information for the Purpose. The Employee shall preserve all proprietary markings on the Company's Confidential Information provided to the Employee.

5. STATUS OF THE AGREEMENT:

- 5.1 Neither the entry into this Agreement, nor the disclosure or receipt of Confidential Information, nor the carrying on of any discussions or negotiations of the Purpose, shall constitute or imply any offer, representation, commitment or promise by either of the Company to the Employee: (i) to enter into any further agreement; or (ii) to sell or purchase any product or service; or (iii) to grant any intellectual property right or licence.
- 5.2 The Company gives no representation, warranty or undertaking to the Employee as to the accuracy or completeness of any Confidential Information (except so far as agreed otherwise by the Company in any written agreement), and the Company shall be under no obligation to update or correct any Confidential Information.
- 5.3 The Company shall not be liable for any costs or expenses incurred by or for the Employee in considering, having discussions about, and/or in preparing of any sorts.

6. TERM AND TERMINATION:

- 6.1 This Agreement shall come into effect on the Effective Date specified and shall continue until terminated by the Company as provided under Clause 6.2 .
- 6.2 The Company may terminate this Agreement without any prior written notice. The Employee's obligations with regard to Confidential Information shall survive for an indefinite period.
- 6.3 No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by the Company.
- 6.4 Upon the earlier of expiry or termination of this Agreement or at the written request of the Company, the Employee shall return to the Company all Confidential Information (i) in tangible form in its possession and authorized copies thereof, and/or (ii) delete such Confidential Information from all computer files and storage media, subject to the Company's written instructions.
- 6.5 The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.
- 6.6 The Agreement does not create a partnership or joint venture between the Company and the Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.
- 6.7 The Employee shall not solicit work, directly or indirectly, from any of the person associated with the Company including but not limited to startups applying for recognition, DPIIT recognized startups, resource partners, industry representatives and associations during the tenure of your employment and also after the expiry of 1 year of the employment of the Employee.

Aashee Sharma

- 6.8 The employee must not share any confidential information whatsoever at any future employment unless prior approval for the same has been given in writing or such information is already available to the public at large.
- 6.9 The Employee agrees not to undertake any full-time or part-time Contract or assignment, as a director/ partner/ member/ employee/ consultant of any other organization/ entity engaged in any form of business activity or on your account without written consent of the Company.
- 6.10 Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.
- 6.11 Any violation of this agreement shall give the Company a right to terminate the employment of the Employee at the sole discretion of the Company.

7. GOVERNING LAW / SETTLEMENT OF DISPUTES:

- 7.1 This Agreement shall be governed in accordance with the laws of the State of New Delhi, the courts at New Delhi shall have exclusive jurisdiction in respect of any matter arising out of this Agreement.
- 7.2 All disputes, controversies or claims between the Parties arising out of or in connection with this Agreement (including its existence, validity or termination), which the Parties cannot resolve amicably, shall be finally settled by arbitration under the provisions of the Indian Arbitration and Conciliation Act, 1996 and rules thereto, by a sole arbitrator appointed in accordance with such rules. The seat and venue of the arbitration will be situated in New Delhi, India and the arbitration shall be conducted in the English language.

8. REMEDIES:

The Employee acknowledges that all of the Company's Confidential Information is owned solely by the Employee (or its Licensors), that the Confidential Information is unique and valuable and that any disclosure in breach of this Agreement will result in irreparable loss to the Company for which monetary damages alone may not be a sufficient or adequate remedy. Accordingly, if the Employee (or its Affiliates) breaches any of its obligations under this Agreement, the Company will be entitled, in addition to its other remedies at law, to immediate equitable relief to protect its interests therein, including but not limited to injunctive relief from any court of competent jurisdiction.

IN WITNESS WHEREOF, the Parties hereto agree to the terms of this Agreement and signed on the date first written below.

On Behalf of Invest India

On Behalf of Employee

Name:
Date:
Place:

Name:
Date:
Place:



KULACHI HANSRAJ MODEL SCHOOL

ASHOK VIHAR, DELHI-110052

Ref No

Dated: 04.07.2023

Ms. Pallavi Marwah
TGT (English)

Dear Madam

With reference to your application and subsequent interview. This is to inform you that you have been selected for the post of TGT (English) on probation for one year on Basic Pay of Rs. 44900/- per month plus admissible allowances w.e.f. 1st July 2023.

Your appointment is subject to approval of DAV College Managing Committee, Chitra Gupta Road, New Delhi.


(Mrs. Sneh Verma)
Principal



MANAGED BY - DAV COLLEGE MANAGING COMMITTEE, CHITRA GUPTA ROAD, DELHI

Address - Ashok Vihar, Phase-III, Delhi-110052. Ph: 011-47091581, 47091582. Email : khmsav3@gmail.com Website : www.khms.ac.in

Rajib Ghosh
Chief People Officer

November 2, 2021

Miss. Urvashi Negi
Him Darshan Kutir, Chilianaula,
Ranikhet, Almora
Uttarakhand

Dear Urvashi,

Welcome to Azim Premji Foundation !

We thank you for your decision to join Azim Premji Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment will be as under;

1. APPOINTMENT

- a. We are pleased to make you an offer of appointment as "**Associate – Field Institute**" based in **Almora – Uttarakhand** as a part of Azim Premji Foundation for Development. Your appointment is effective from **November 15, 2021**.
- b. You will be on probation for a period of one year from the date of appointment and will be confirmed upon satisfactory performance during the period of probation.

2. Salary

- i. **Basic salary of Rs. 9,600** per month
- ii. **House Rent Allowance of Rs. 3,840** per month
- iii. **Conveyance Allowance of Rs. 2,000** per month
- iv. **Leave Travel Allowance of Rs. 5,000** per month
- v. **Other Allowance of Rs. 7,729** per month

Details of your salary are given in **Annexure 1**. Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance and results you demonstrate.

3. OTHER TERMS

- a.** You will be eligible for the following benefits:
 - i.** Leave and holidays
 - ii.** Participation in Provident Fund Scheme
 - iii.** Participation in the Foundation Medical Assistance Program
 - iv.** Gratuity
 - v.** Insurance – Medical, Term Life & Personal Accident

- b.** You will be re-assigned in such capacity as the Foundation may from time to time determine. If such re-assignment results in transfer to another function, program or location, you will be governed by the terms and conditions of service applicable to the new assignment.

- c.** In your role in the Foundation, you will be required to:
 - i.** Effectively, diligently and to the best of your ability perform all responsibilities to achieve the assigned results. This may require working extra hours from time to time.
 - ii.** Undertake travel on Foundation work for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
 - iii.** Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
 - iv.** Disclose and assign to Azim Premji Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
 - v.** Not engage in activities that have or will have an adverse impact on the reputation, image or working of Azim Premji Foundation, whether directly or indirectly.

- d.** Your retirement age is 60 years.

- e.** This contract of employment is terminable, without giving reasons, by either party by giving one month notice. Azim Premji Foundation reserves the right to pay or recover salary in lieu of notice period. Further, the Foundation may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.

- f.** Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.

- g.** Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

h. Conflicts of Interest:

- i.** You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Head of your Function and the Chief People Officer.
- ii.** You shall ensure that you shall 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 the Foundation.

- i.** We at Azim Premji Foundation are committed to 'Integrity' in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- j.** You shall immediately bring to the notice, in writing, of your immediate supervisor or of the Chief People Officer, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- k.** Upon separation you will immediately give up to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with the content of this clause.
- l.** Your offer of appointment is subject to successful completion of your current Post Graduation/Masters and Self-declaration of medical fitness. Please provide your certificates within 3 months of your joining.

Please confirm that the above terms are acceptable to you by signing a copy of this letter of appointment.

Yours sincerely,

Rajib Ghosh

Encl: Annexure 1: Salary Structure
Annexure 2: Background Verification Authorization Form

I agree to accept the employment on the terms and conditions mentioned in the above letter.

Name:

Signature:

Place:

Date:

Salary Structure

**Miss. Urvashi Negi
Associate – Almora**

Salary Components	Amount (Rs.)
Basic	9,600
House Rent Allowance	3,840
Conveyance Allowance	2,000
Leave Travel Allowance	5,000
Other Allowance	7,729
Monthly Gross Salary	28,169
Provident Fund Contributed by the Foundation	1,800
Medical Assistance (Notional Value)	1,000
Gratuity	461
Mediclaim Insurance	570
Monthly Cost to Company (CTC)	32,000
Annual CTC	3,84,000

Provident Fund: As per Act. Amount indicated above are as per current applicability.

Gratuity: As per Act. Amount indicated above are as per current applicability.

Medical: Eligibility of reimbursement of actual medical (domiciliary) expenses for a year for self, spouse and dependent children up to one month's basic salary or **Rs. 15000/-** (whichever is high).

Mediclaim Insurance: Hospitalization expenses of **Rs. 2 Lacs** per annum as per the rules of the insurance provider.

In addition, you are currently eligible for Coverage under Personal Accident Insurance and Group Term Life Insurance for **Rs. 15 Lacs** and **Rs. 14 Lacs** respectively, as modified from time to time. The terms of both the policies would be shared with you upon joining.

Relocation Expenses

You will be eligible for one time relocation expense of Rs. **10000/-** on joining and this amount will be credited to you along with the second month's salary.

Housing Deposit Assistance

You will also be eligible to avail an interest free loan towards your actual housing deposit amount upto a maximum of **Rs. 30,000/-**. This amount will be recovered in 10 equal monthly installments, beginning from the subsequent month of availing the loan.

In case you resign from the Foundation before completing 1 year for any reason, you will be required to repay the Foundation the amount claimed towards 'Travel Expenses & Relocation Expenses' and 'Housing Deposit'.

Background Verification Authorization Form

I certify that the information provided in the Application form is true and correct to the best of my knowledge.

I authorize 'Azim Premji Foundation' or its authorized agency to conduct my background verification.

I understand that if any information furnished by me is found to be false, I could be denied employment / be terminated.

I will cooperate and facilitate the process of my background verification.

Signature of the Candidate/Employee

Place:

Date:



कार्यालय / Office Of The

प्रधान मुख्य आयकर आयुक्त, मुंबई
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई
ADDITIONAL COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL, MUMBAI

कमरा सं. 133 सी, पहली मंजिल, आयकर भवन, एम के मार्ग, मुंबई-400020

Room No. 133-C, 1st Floor, Aayakar Bhavan, M. K. Marg, Mumbai - 400020

दूरभाष/Tel: (कार्या.) 022-22020261 फ़ैक्स: 022-22020261, ई-मेल : mumbai.dcit.hq.pers@incometax.gov.in

No.Addl.CIT (HQ)Pers./Recrt/TA-22/AO/591/2023-24

Date: 26/09/2023

To,

MS. ANJALI

D/O SHRI DALERAM

BHAWNA CHOWK, GALI NO 8,

DESHRAJ COLONY, OPPOSITE

GAUTAM PUBLIC SCHOOL PANIPAT,

DIST- PANIPAT, PIN- 132103

विषय : कर सहायक के पद के लिए नियुक्ति आदेश/**Appointment Order**
for the post of Tax Assistant.

कृपया उपरोक्त का संदर्भ लें.

Kindly refer to the above.

2. आपको सूचित करते हुए इस कार्यालय को हर्ष हो रहा है कि मुंबई क्षेत्र में संयुक्त स्नातक स्तर परीक्षा 2022 में आपके चयन होने के परिणामस्वरूप, दिनांक 04.09.2023 को जारी नियुक्तिपत्र और उसके पश्चात दस्तावेज़ सत्यापन व भर्ती पूर्व प्रक्रिया के फलस्वरूप आपको कर सहायक के रूप में [in Level 4 in the Pay Matrix (25500-81100) as per revised pay under CCS (RP) Rules, 2016, Part-A of Pay Matrix], भत्ते सहित (तत्कालीन वेतन बैंड- I, रु. 5200-20200 + ग्रेड वेतन रु. 2400) तथा भारत सरकार द्वारा समय समय पर स्वीकृत भत्ते सहित, अस्थायी आधार पर नियुक्त किया जाता है। यह नियुक्ति आपकी स्वीकृति और दिनांक 04.09.2023 के नियुक्ति पत्र में विहित निबंधन और शर्तों की पूर्ति के विषयाधीन है।

2. This office is pleased to inform you that, consequent to your selection through Combined Graduate Level Examination 2022, in Mumbai region, the Offer of Appointment dated 04.09.2023 issued to you and the subsequent document verification and pre-recruitment procedure, you are hereby appointed on temporary basis as Tax Assistant [in Level 4 in the Pay Matrix (25500-81100) as per revised pay

under CCS (RP) Rules, 2016, Part-A of Pay Matrix] with allowances (erstwhile Pay Band-I, Rs. 5200-20200 + Grade Pay of Rs.2400), plus such allowances as may be sanctioned by the Government of India from time to time. This appointment is being made subject to your acceptance and fulfilment of all the terms and conditions laid out in the Offer of Appointment dated **04.09.2023**.

3. यदि आप इन शर्तों पर आप नियुक्ति प्रस्ताव स्वीकृत करते हैं, तो आपको अधोहस्ताक्षरी के कार्यालय में दो माह के भीतर नियुक्त हो जाना होगा।

3. If you accept the offer on these conditions, you should join the office of the undersigned **not later than 2 months**.

4. यह ध्यान रखा जाए कि आप दो साल तक परीक्षा पर रहेंगे। परीक्षा अवधि के दौरान, आप किसी भी समय बिना किसी सूचना के सेवा से बर्खास्त किए जा सकते हैं, यदि (क) निष्पादन या आचरण के आधार पर आपको सेवा में आगे बनाए रखना अनुपयुक्त दिखता है, या (ख) यदि आप अन्यथा सेवा में बने रहने के लिए अपात्र या अयोग्य पाए जाते हैं।

4. It may be noted that you will be on probation for two years. During the period of probation, you will be liable to be discharged from service at any time without notice, if

(a) On the basis of your performance or conduct you are considered unsuitable for further retention in service, or

(b) If you are otherwise found ineligible or unsuitable for being retained in the service.

5. इसके अलावा, बोर्ड के पत्र F. No. HRD/CM/167/2/2012-13/2196 दिनांक 16/11/2012 के अनुसार, यह कहा गया है कि "वित्त मंत्री ने सुझाव दिया कि नियुक्ति पूर्व पुलिस सत्यापन के बजाय नियुक्ति के बाद की जा सकती है नियुक्ति पत्र में इस शर्त के साथ किसी भी नकारात्मक सत्यापन के मामले में, सेवाएं बिना कोई कारण बताए या नोटिस दिए समाप्त कर दी जाएँगी। अतः नियुक्ति पुलिस सत्यापन का विषय होगा। किसी नकारात्मक सत्यापन की स्थिति में सेवाएँ बिना कोई कारण बताए या नोटिस दिए समाप्त की जाएँगी।"

5. Further, as per the Board's letter F. No. HRD/CM/167/2/2012-13/2196 dated 16/11/2012, it has been stated that "The Finance Minister suggested that instead of making police verification prior to the appointment, it can be made subsequently with the rider in the appointment letter that in case of any negative verification, the services would be terminated without assigning any reason or notice. Hence the appointment shall be subject to police verification. In case of any negative verification, the services will be terminated without assigning any reason or notice".

5.1 अतःकृपया ध्यान दें कि आपकी नियुक्ति पुलिस सत्यापन एवं जाति सत्यापन (यदि लागू हो), यदि यह अभी तक नहीं हुआ है, पर निर्भर है। आपकी नियुक्ति आपकी शैक्षणिक योग्यताओं के सत्यापन का भी विषय है। यदि आपके विरुद्ध कुछ भी प्रतिकूल पाया जाता है, तो आपकी सेवाएँ बिना किसी पूर्व सूचना के समाप्त कर दी जाएँगी।

5.1 Hence, please note that your appointment is subject to police verification and verification of caste (if applicable), if the same has not been done till date. Your Appointment is also subject to verification of your Educational Qualifications. If anything adverse is found against you, your services will be terminated without assigning any prior notice.

6. आपसे अनुरोध है कि आप उन कागजात, जो दस्तावेज़ सत्यापन के समय आपके द्वारा प्रस्तुत नहीं किए गए थे, की मूल प्रति के साथ साथ एक फोटोप्रति भी अपने साथ लाएँ।

6. You are requested to bring along with you, (if any), documents which were not submitted by you, at the time of document verification, in original, as well as one photocopy of the same.



(विनय सिन्हा, भा.रा.से.)

(VINAY SINHA, I.R.S.)

आयकर आयुक्त (प्रशासन व करदाता सेवा), मुंबई.
Commissioner of Income Tax (Admn & TPS),
Mumbai.



14/10/2023

Dear Jaanvi,

Congratulations! We are pleased to confirm that you have been selected to work for Remote Peaks. We are delighted to make you the following job offer. The position we are offering you is that of **Assistant - Buyer** with an annual cost to company of **INR 2,88,000**. Apart from this you'll be getting health insurance paid by the company as per the policy.

We would like you to start work on 16th Oct, 2023.

Your compensation is highly confidential and if the need arises, you may discuss it only with your reporting head. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

We are pleased to notify you regarding your qualification for a combined performance and retention bonus. In alignment with our dedication to recognizing exceptional talent, you will be eligible to receive a performance and retention bonus of up to Rs. 30,000, which will be disbursed to you in two equal parts after successfully completing six months and one year.

Please sign the enclosed copy of this letter and return it to us by 15/10/2023 to indicate your acceptance of this offer.

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

Sincerely,
Jaya Advani
Human Resource
Remote Peaks



SETH ANANDRAM
JAIPURIA SCHOOL

EMPOWER • ENTHUSE • EXCEL

JN/2023-24/M-

Date: 12.03.2024

To,
Ms. Madhuri Srivastava
802, Gulmohar Greens, Kalyanpur,
Kanpur.

SUB: OFFER FOR APPOINTMENT

Dear Ms. Srivastava

This is with reference to your application and subsequent interview; we are pleased to offer you the position of Education Counselor for Special Students for CAIE (Cambridge Assessment International Education) with Seth Anandram Jaipuria School, Kanpur, a unit of Jaipuria Group of Educational Institutions at 70, Cantonment, Kanpur w.e.f. 1 April, 2024.

Please note that this is a letter of intent only. A formal letter of appointment, indicating detailed terms & conditions of appointment will be issued to you upon your joining the Institute. Your CTC salary as decided during the interview will be as per the sheet attached. You will be on probation for a period of one year. Your confirmation/termination/extension will be decided on the basis of your performance during the year by the management.

Please acknowledge the receipt of the offer and give your formal acceptance of the offer within 48 hours of the receipt of this offer. You are required to submit following documents **on the day of joining the organization**:

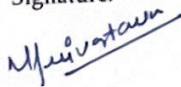
- Proof of date of birth in the form of certificate issued by the Central Board of Secondary Education or any equivalent board or by the Registrar of Births and Deaths of the concerned State/Municipality.
- Mark sheets and certificates to prove your educational and professional qualifications starting from 10th std. to the highest professional qualification completed.
- Medical certificate from a qualified MBBS doctor certifying your fitness and the blood group.
- Proof of permanent and residential address
- Photocopy of the Pan Card
- 4 passport sized photographs
- Relieving letters, experience certificates and last 2 months' salary slips from past employer(s)
- Copy of passport or police verification certificate.

Yours Sincerely,
For Seth Anandram Jaipuria School


Mrs. Shikha Banerjee
Principal

I accept the offer on stipulated terms and conditions and shall join on 08/04/24

Signature:



Name: Madhuri Srivastava

Date: 12/03/24

Offer of Employment – English Lecturer

Private and Confidential

05 September 2022

Ms. Ivoni Wickramasinghe,
No. 435/2/1, Araliya Kadella,
Jawaththa Road, Wiligoda,
Kaluthara North.

Dear Ivoni,

JOB OFFER LETTER FOR THE POSITION OF ASSISTANT LECTURER

Congratulations, I hereby confirm your permanent fulltime employment with Future Labs Group of Company (Pvt) LTD, we are pleased to select you for the above position with the following terms and conditions.

Salary: Your package will be Fifty Thousand Sri Lankan Rupees (LKR 50,000/-). You will become a member of the Employee's Provident Fund by contributing 8% from your basic salary, while the Company will contribute 12% of your basic salary. The company will also contribute 3% of your basic salary to the Employee's Trust Fund.

Benefits: Upon the completion of the probation period; You will be considered to grant company equity shares depending on the duration you complete with the employment.

Probation Period: Your employment is subject to the first 6 months of probation period, starting from 05th September 2022. However, you are entitled to get paid the complete remuneration since the beginning of your fulltime employment.

Salary Increment/Promotions: All increments/promotions will be based on your performance and management decisions. Your remuneration will be reviewed upon the completion of your probation period.

Working Hours: You will be required to work flexibly to fulfil the requirements of your position. Company offers flexible working hours, plus reasonable additional hours that may be required from time to time.

Report to: You primarily report to Dewmi Bartholomeues.

Leave: Your leave and public holiday entitlements will be in accordance with the National Employment Standards. Annual leave must be taken at times agreed between you and the Company.





By accepting the employment with the Company, you agree to honestly and diligently serve the Company and use your best endeavours to promote its interests and welfare.

The terms and conditions applicable to your role will be acknowledged to you. Please signify your acceptance of this letter by signing the original copy where indicated below and return back.

Welcome to the Future Labs Group of Company (Pvt) LTD, It's a big goal, and one that I am confident you will help us to achieve through dedication, innovation and agility.

Yours faithfully,



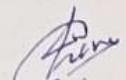
Dinusha Dissanayake
Assistant HR Manager

Acceptance of offer letter by,



Ivoni Bhagya Wickramasinghe

NIC : 987310588 V



SPEED POST

No.NIAB/Advt.09/2021/PA-I

Date: 17-08-2021

To


Ms. Manisha Debnath
Uttara Appartment, Flat No-01,
Taltala, Aurobindapally,
P.O. Rabindra Sarani, Siliguri.

Sub: Project Associate-I Position - Offer - Reg

Dear Ms. Ms. Manisha Debnath

Consequent on your interview held on 06th August, 2021, I am glad to inform that you have been appointed as **Project Associate-I** against DST funded project entitled "**Gene editing for generating tissue specific complete knock down/out of myostatin gene for increased lean meat production in Indian goat (Capra hircus, Osmanabadi breed, Phase-I**" under the supervision of **Dr. Nirmalya Ganguli**. You will be paid a monthly emoluments of **Rs. 25,000/-** plus **24% HRA (if applicable)**. The other terms and conditions of this offer will be as follows:-

1. The project appointment in this Institute is subject to the production of Medical Fitness certificate issued by any **Government Civil Surgeon/Civil Assistant Surgeon**.
2. The project appointment in this Institute is for a period of **One Year**, subject to rules and regulation of the Institute and is Co-terminus with the duration of the project.
3. You will not be entitled to any travelling allowance for reporting to duty or on completion of tenure as Project Associate-I.
4. You will not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention based on research work during your tenure as Project Associate-I on the projects of NIAB without prior permission from the competent authority.
5. Prior approval of the Director is necessary for applying any post during the tenure of your service.
6. During the tenure of your service as Project Associate-I in this Institute you will discharge the duties that may be assigned to you by your superiors from time to time.

 **PTO**

:2:

7. During the course of your services in this Institute, you will receive or have an access to information confidential in nature, regarding operations of this Institute, you will neither divulge such information to any other person or persons nor will the same be utilised for any other purpose than for the operations of this Institute.

8. Offer of Project Associate-I shall not be treated as a regular employment of NIAB, nor will the tenure be added towards service, if you are subsequently employed in NIAB on any regular post. Your appointment is purely temporary and shall not claim any regular employment under the Institute.

9. You will be entitled Leaves as per NIAB policy.

10. Your services in the Institute can be closed by giving one month's notice or one month's emoluments payment in lieu thereof by either side.

11. You are required to bring Medical Fitness Certificate (**format enclosed**), one passport size colour photograph and produce your entire original certificates (including service certificate, if any) along with one set of Xerox copies at the time of reporting to the Institute.

If the terms and conditions mentioned herein above are acceptable, you may please report to duty **on or before 31st Aug, 2021** failing which the offer will stand cancelled.

Thank you,

Yours sincerely,



[Handwritten signature]
Senior Manager (A&F)

Copy to: Finance & Accounts

Rajib Ghosh
Chief People Officer

November 2, 2021

Miss. Urvashi Negi
Him Darshan Kutir, Chaliyanaula,
Ranikhet, Almora
Uttarakhand

Dear Urvashi,

Welcome to Azim Premji Foundation !

We thank you for your decision to join Azim Premji Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment will be as under;

1. APPOINTMENT

- a. We are pleased to make you an offer of appointment as "**Associate – Field Institute**" based in **Almora – Uttarakhand** as a part of Azim Premji Foundation for Development. Your appointment is effective from **November 15, 2021**.
- b. You will be on probation for a period of one year from the date of appointment and will be confirmed upon satisfactory performance during the period of probation.

2. Salary

- i. **Basic salary of Rs. 9,600** per month
- ii. **House Rent Allowance of Rs. 3,840** per month
- iii. **Conveyance Allowance of Rs. 2,000** per month
- iv. **Leave Travel Allowance of Rs. 5,000** per month
- v. **Other Allowance of Rs. 7,729** per month

Details of your salary are given in **Annexure 1**. Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance and results you demonstrate.

3. OTHER TERMS

- a.** You will be eligible for the following benefits:
 - i.** Leave and holidays
 - ii.** Participation in Provident Fund Scheme
 - iii.** Participation in the Foundation Medical Assistance Program
 - iv.** Gratuity
 - v.** Insurance – Medical, Term Life & Personal Accident

- b.** You will be re-assigned in such capacity as the Foundation may from time to time determine. If such re-assignment results in transfer to another function, program or location, you will be governed by the terms and conditions of service applicable to the new assignment.

- c.** In your role in the Foundation, you will be required to:
 - i.** Effectively, diligently and to the best of your ability perform all responsibilities to achieve the assigned results. This may require working extra hours from time to time.
 - ii.** Undertake travel on Foundation work for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
 - iii.** Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
 - iv.** Disclose and assign to Azim Premji Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
 - v.** Not engage in activities that have or will have an adverse impact on the reputation, image or working of Azim Premji Foundation, whether directly or indirectly.

- d.** Your retirement age is 60 years.

- e.** This contract of employment is terminable, without giving reasons, by either party by giving one month notice. Azim Premji Foundation reserves the right to pay or recover salary in lieu of notice period. Further, the Foundation may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.

- f.** Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.

- g.** Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

h. Conflicts of Interest:

- i.** You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Head of your Function and the Chief People Officer.
- ii.** You shall ensure that you shall 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 the Foundation.

- i.** We at Azim Premji Foundation are committed to 'Integrity' in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- j.** You shall immediately bring to the notice, in writing, of your immediate supervisor or of the Chief People Officer, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- k.** Upon separation you will immediately give up to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with the content of this clause.
- l.** Your offer of appointment is subject to successful completion of your current Post Graduation/Masters and Self-declaration of medical fitness. Please provide your certificates within 3 months of your joining.

Please confirm that the above terms are acceptable to you by signing a copy of this letter of appointment.

Yours sincerely,

Rajib Ghosh

Encl: Annexure 1: Salary Structure
Annexure 2: Background Verification Authorization Form

I agree to accept the employment on the terms and conditions mentioned in the above letter.

Name:

Signature:

Place:

Date:

Salary Structure

**Miss. Urvashi Negi
Associate – Almora**

Salary Components	Amount (Rs.)
Basic	9,600
House Rent Allowance	3,840
Conveyance Allowance	2,000
Leave Travel Allowance	5,000
Other Allowance	7,729
Monthly Gross Salary	28,169
Provident Fund Contributed by the Foundation	1,800
Medical Assistance (Notional Value)	1,000
Gratuity	461
Mediclaime Insurance	570
Monthly Cost to Company (CTC)	32,000
Annual CTC	3,84,000

Provident Fund: As per Act. Amount indicated above are as per current applicability.

Gratuity: As per Act. Amount indicated above are as per current applicability.

Medical: Eligibility of reimbursement of actual medical (domiciliary) expenses for a year for self, spouse and dependent children up to one month's basic salary or **Rs. 15000/-** (whichever is high).

Mediclaime Insurance: Hospitalization expenses of **Rs. 2 Lacs** per annum as per the rules of the insurance provider.

In addition, you are currently eligible for Coverage under Personal Accident Insurance and Group Term Life Insurance for **Rs. 15 Lacs** and **Rs. 14 Lacs** respectively, as modified from time to time. The terms of both the policies would be shared with you upon joining.

Relocation Expenses

You will be eligible for one time relocation expense of Rs. **10000/-** on joining and this amount will be credited to you along with the second month's salary.

Housing Deposit Assistance

You will also be eligible to avail an interest free loan towards your actual housing deposit amount upto a maximum of **Rs. 30,000/-**. This amount will be recovered in 10 equal monthly installments, beginning from the subsequent month of availing the loan.

In case you resign from the Foundation before completing 1 year for any reason, you will be required to repay the Foundation the amount claimed towards 'Travel Expenses & Relocation Expenses' and 'Housing Deposit'.

Background Verification Authorization Form

I certify that the information provided in the Application form is true and correct to the best of my knowledge.

I authorize 'Azim Premji Foundation' or its authorized agency to conduct my background verification.

I understand that if any information furnished by me is found to be false, I could be denied employment / be terminated.

I will cooperate and facilitate the process of my background verification.

Signature of the Candidate/Employee

Place:

Date:

Maharaja Agrasen Education Trust (Regd.)

Jhajjar-124103 (Haryana)

Ref.No. 1353

Dated: 28/08/2023

To


Miss Neha Aggarwal
Post. Durga Panshad
971, W.N.O.S. Near Shekha Pansadi Shop. Jhajjar

Subject: Appointment Letter (Part Time)

Refer to your application you are hereby appointed Astt. Professor in Math in our college w.e.f. 01-09-2023 on a consolidated salary of Rs. 112 per month. Your appointment is purely part time/temporary/ad-hoc basis upto 15-04-2024.

During your stay in the college, your services will be governed by the rules of the Trust and you may be relieved of your services at any time by serving 24 hours notice.

If, you agree, you may join your services on 01-09-2023 f.n.


General Secretary
Maharaja Aggrasen Education Trust,
Jhajjar

Endst No. _____

Dated: _____

Copy of the above is forwarded to the Principal, M.A. P.G.College for Women, Jhajjar for information and necessary action.

General Secretary;
Maharaja Aggrasen Education Trust,
Jhajjar



Sarva Haryana Gramin Bank

(A Govt. of India Undertaking) Sponsored by Punjab National Bank

HEAD OFFICE : ROHTAK, HARYANA

Regional Office: Plot No. 36(P) Sector-44, Gurugram-122002



Name: **SWATI**

Designation: **Office Assistant**

Blood Group: **A+**

Swati
Holder's Sign.

[Signature]
Sign of Issuing Authority

Date: 23 March 2023

Ms. Bharti

RZE 267, Nihal Vihar, Nangloi

Letter of Offer

Dear Bharti,

Congratulations!

Subsequent to your interview and discussions with us, we are pleased to offer you the position of "**Operations Trainee**" with Aston Carter India, a division of Allegis Services (India) Pvt. Ltd ("Aston Carter India").

We take this opportunity to appreciate your decision to join Aston Carter India. As discussed, your joining date with us would be on or before **24-March-2023** or any other date as mutually agreed in writing.

This Letter of Offer and its terms will become effective only from the date of your joining.

Our emphasis is on "creating opportunity for people" and in this process we hope to serve you relentlessly as Career Advisors and Trusted Partners.

At the client place, you are the brand ambassador of Aston Carter India. The client experiences who we are and what we stand for through you and your commitment to make the client successful. We are confident that you will make us and the client proud.

Your employment with us will be governed by the terms and condition as detailed in **Annexure A**. Your compensation would be as outlined in **Annexure B**. Your benefits will be as per **Annexure D**.

Employment as per this Letter of Offer is subject to your confirmation and acknowledgement in writing and on successful clearance of all requisite background verifications conducted as per policies

It is a pre-condition to your joining that on or before the date of joining, you would be required to furnish a completed 'Employment Application Form' along with photocopies of all documents as listed in **Annexure C**.

We are very happy to welcome you as an employee of Aston Carter India, and we wish you a long, productive and satisfying career with us.

Yours Sincerely,
For and behalf of Allegis Services India Private Limited

TERMS AND CONDITIONS OF EMPLOYMENT

Annexure A

1. **Place of posting:** Your initial place of posting is at **Sun Life India Service Centre, Gurgaon**. You will be governed by the rules and regulations of the Client which the Aston Carter India has agreed to abide by.

You might be sent on deputation or on permanent transfer, to any of the offices/subsidiaries/associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of Aston Carter India and its client.

2. **Working Hours:** Office timing will be as per policy of the client.
3. **Salary and Benefits:** The salary and benefits offered to you and paid by Aston Carter India are in return of the services which you are required to perform for and on behalf of Aston Carter India. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and delivery on time shall be considered as an act of indiscipline or incapability to deliver or both.

Your salary shall be payable as per the Salary Annexure B attached herewith. Aston Carter India shall not be responsible for any delays in payment of salary caused by the late submission of education/prior employment documents required for any verification which Aston Carter India may deem fit to verify the records submitted by you.

4. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Provident Funds Act, 1952. Statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.
5. **Medical Insurance:** Being an employee of Aston Carter India you will be entitled to participate in the Medical Insurance benefits subject to the rules of such benefits as laid out in Aston Carter India's policy. The company reserves the right to change or modify the benefits at its sole discretion.

During the course of your employment with Aston Carter India you will be entitled to participate in Aston Carter India's personal accident insurance subject to the rules of such scheme. The company reserves the right to change or modify the insurance benefits at its sole discretion.

6. **Termination:** Either party can end this employment engagement by serving a notice of **1 month** to the other party. If the Company concludes the employment and decides to relieve you before the completion of the notice period, the Gross Salary component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the Gross Salary component of the salary for the balance notice period. However, please note that accepting any such relieving request would be entirely at the discretion of the Company based on the business needs.

This contract of employment may be terminated by Aston Carter India without notice under any of the following clauses:

India: Allegis Services (India) Pvt. Ltd:

Commerce @ Mantri, Level 3, No.12/1 &12/2, NS Palya Bannerghatta Road, Bangalore 560076

Tel: +91-80-4610 8000 **Fax:** +91-80-2841 3299

- a. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this Agreement or persistently fail or neglect to carry out your duties under this contract of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from Aston Carter India/Client relating to your conduct and/or performance.
- b. If you are guilty of fraud, dishonesty or conduct (whether or not in the course of your deputation) tending to bring yourself, Aston Carter India/Client or any Group company of Aston Carter India into disrepute or otherwise to affect prejudicially the interests of Aston Carter India or any group company.
- c. If you commit an offence relating to insider dealing or are in breach of the rules of any authority or regulatory organization, which apply to you.
- d. If you are guilty of offensive or unprofessional behavior;
- e. If your performance is not found up to standards or you are prevented from properly performing your duties for any reason.

The termination will not invalidate or affect any claim, which Aston Carter India may have against you, nor will it invalidate or affect any terms or conditions of this agreement, which are expressed to have continuing effect after the termination of your agreement, even if Aston Carter India has breached any other terms of the agreement.

On separation from company employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with Aston Carter India, you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of Aston Carter India. If at any time during or after your employment with Aston Carter India, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation.

8. Confidentiality of Information and Privileges:

- a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the client) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

Your salary package is based on, besides your overall experience level, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the relevant skills. Therefore, the salary package offered to you is unique and personal to you. Any comparison of the same with the salary packages of other employees, may be unrealistic and misleading.

- b. You are required to strictly maintain confidentiality and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate reporting manager/ Your company HR SPOC/ Head of the HR, at any time during the period of your employment. Any disclosures of your salary or enquiry of anyone else's salary will be considered as breach of ethical behavior and if found to be true, strict deterrent action would be taken.
 - c. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.
9. **Information Security:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of Aston Carter India and its employees, customers/partners/business associates. You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of Aston Carter India or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum non-disclosure agreement. In addition, whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Overseas Employment Agreement (if applicable)
10. **Discovery/inventions:** If you conceive including but not limited to any new or advanced methods of improving process / formulae / systems, software, source codes in relation to the operations with us, in which you may have been associated, the same shall be the sole propriety of Aston Carter India and/or the Client and either shall be free to apply for any patents, copyrights in respect of the same. Aston Carter India and/or Client shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.
11. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of Aston Carter India. The nature of work can be related including but not limited to a project, process, service, function, practice, as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, which you have obtained during the course of your employment and/or assignment with Aston Carter India and you agree and accept to assign all such rights to Aston Carter India and/or its customers, as the case may be, and you shall have no claim on any such rights.

12. Non-Solicitation:

12.1 While employed with Aston Carter India and for a period of eighteen (18) months from the termination of employment with Aston Carter India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of Aston Carter India, without the prior written permission from Aston Carter India, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with Aston Carter India.

12.2 While employed with Aston Carter India and for a period of eighteen (18) months from the termination of employment with Aston Carter India, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of Aston Carter India directly or indirectly and/or a client to whom you were introduced directly or indirectly by Aston Carter India OR solicit or seek employment with any customers of Aston Carter India or become employed by customers of Aston Carter India OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of Aston Carter India, without prior written permission from the management of Aston Carter India.

12.2 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of Aston Carter India and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of Aston Carter India.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have performed services at any time during your employment, or with whom you have had direct contact during the one-year period immediately prior to your termination.

You further agree that you shall abide by all the provisions of this Offer of employment and any other provisions executed by you in any document as and where applicable. You understand that if you violate the above undertaking, you shall be liable for suitable damages, which will be decided at the discretion of the Aston Carter India after taking into consideration the nature and extent of the violation. You acknowledge that Trade Secrets and Confidential Information, Intellectual Property Rights constitute one of Aston Carter India's main strengths, and that Aston Carter India has legitimate interest in including a non-competitive clause in the Offer of employment. You also agree that if any of the provisions of this Offer of employment or any other document is violated or likely to be violated, then Aston Carter India shall also be entitled to move for injunction against you before a competent court.

13. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

You must not at any time during (except so far as is required for the proper performance of your duties) nor at any time after the termination of your employment with Aston Carter India communicate or divulge to any person ("person" shall include a firm or Aston Carter India or any other undertaking) or make use of or permit any other person to make use of for your own or any other person's benefit any Confidential Information.

14. **Exams and Courses:** In case you intend to take up any full-time/part-time course while working with Aston Carter India, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from our HR and from the client manager, before doing so.

15. **Specialized Training / Learning Opportunities:** If you are provided any specialized training in Aston Carter India, including on-the-job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with Aston Carter India, so that both you and the organization benefits out of the investments.
16. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of Aston Carter India management or approved by the reporting manager at the Client
17. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.
18. **Misrepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.
19. **Undertaking on non-criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and assure that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which is engaged in activities detrimental to any government, nation, society or community.
20. **Retrial:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.
21. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or e-mail ID mentioned by you in your CV/employment application form or updated by you in the internal application of Aston Carter India by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal e-mail ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

22. **Law and Jurisdiction:** This appointment is subject to Indian Laws. Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by Aston Carter India at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of Company or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as Aston Carter India or the Employee may in its discretion deem fit. The venue of arbitration shall be at Bangalore and the Courts at Bangalore shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties.
23. **Full and Final Settlement:** The Company will process Full and Final settlement within 45 calendar days from your last working day upon termination / resignation / completion of notice period / or any such event of separation. Any shortfall in notice period would be deemed to be breach and appropriate deduction would be made from the Full and Final Settlement. However this will be subject to eligibility for the settlement, completion of all exit formalities and such applicable conditions.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,
For Allegis Services India Private Limited

Declaration:

I _____ have read and understood the terms and conditions of my Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.

Signature of Candidate:

Name of Candidate:

Salary Annexure – B

Position Title: Operations Trainee		
Work Location: Sun Life India Service Centre, Gurgaon		
Salary Break-up	Rs (per annum)	Rs (per month)
1. Base Salary	150144	12512
2. HRA	50052	4171
3. Statutory Bonus	30024	2502
Gross Salary (A)*	230220	19185
*Amount subject to deductions (PF, PT & IT) as per applicable laws		
Employee Benefits	Rs (per annum)	Rs (per month)
Provident Fund - Employer Contribution	18012	1501
ESI- Employer Contribution	7488	624
Total Value of Benefits (B)	25500	2125
Total Annual Compensation (A+B)	255720	21310
Other Benefits	Rs (per annum)	Coverage
Medical Insurance Self + 5 Dependents	29044	300000
Personal Accident Insurance(Only for Self)	500	300000
Gratuity(as per applicable laws)	7224	
Total Value of Benefits (C)	36768	
** All non-monetary benefits are subject to Satisfy the payment of bonus act and Company norms in terms of insurance		
Total Annual cost to company (A+B+C)	292475	

Salary shall commence post your date of joining and paid in arrears from the month of joining

We extend a very warm welcome to Allegis family, and look forward to a long and mutually rewarding association.

Wishing you all the best,



Manager HR Operations

Accepted

Employee Signature

ANNEXURE

AUTHORIZATION TO COLLECT PERSONAL INFORMATION AS REQUIRED UNDER THE INFORMATION TECHNOLOGY ACT 2000 ("ACT")

I _____, confirm that I am voluntarily sharing my Personal Information (including Sensitive Personal Data) as defined below with Allegis Services (India) Private Limited ("Allegis") for the following purposes:

- (a) Validating my curriculum vitae and job application for prospective employment at Allegis and/or (if applicable) deployment with a customer of Allegis;
- (b) Processing my job application, including background verification checks and medical checks; and
- (c) Employment-related actions including record retention as prescribed under applicable law, processing compensation and benefits and any action required in the context of my employment with Allegis.

I understand that 'Personal Information' means any information, related to me that is available with Allegis and is capable of identifying me. I understand that 'Sensitive Personal Data' carries the same meaning as under Rule 4 of the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 ("Rules").

I further agree to the retention of Personal Information for eight years including Sensitive Personal Data by Allegis for any future reference/verification and authorize Allegis to transfer the same to a third party on a need to know basis.

I have read and understood this declaration and Allegis's Privacy Policy at <https://www.allegisgroup.com/en-au/privacy-notice/india>, and I consent to Allegis collecting my Personal Information (including Sensitive Personal Data) in accordance with the provisions of the Act and Rules, terms and conditions of this declaration, and the Allegis's Privacy Policy.

Name: _____

Signature: _____

Date: __/__/__

DOCUMENTS REQUIRED AT THE TIME OF JOINING

ANNEXURE-C

1. Educational and Technical Certifications

- Copy of Standard X Certificate and Mark sheets.
- Copy of Standard XII Certificate and Mark sheets.
- Copy of Degree Certificate(s) – Graduate and Post Graduate.
- Copy of Mark Sheets of all years – all Graduate/Post Graduate Programs.
- Copy of any other Certifications/Course(s) attended.

2. Employment History

- Copies of Appointment Letters (ALL previous employers).
- Copies of Release AND Experience Letters (ALL previous employers).
- Copy of last appraisal & salary increment letter (ALL previous employers).

3. Copy of Passport for Identity proof

4. Copy of Aadhaar

5. Four passport size colour photographs taken against white background.

6. Copy of permanent and present address proof

7. Copy of PAN Card

8. Last 3 months Salary Receipts

9. Form 16 issued by all your previous employers or Form 26AS of tax remitted by all your previous employer.

All the documents must be self-attested

LIST OF BENEFITS

ANNEXURE D

1. Leaves

- a. Eligible for Privilege leave of 1.25 per every completed month from joining date subject to a max of 15 days in a Calendar year
- b. Sick Leave
 - i. 6 days of sick leave for a calendar year
 - ii. With 1.5 days allocated in advance at the beginning of each quarter (prorated as per Date of Joining - DOJ)
 - iii. Sick leave is for self only
- c. Emergency Leave
 - i. 6 days of emergency leave for a calendar year
 - ii. You may avail emergency leave partially or fully at any time during the year
 - iii. Emergency leave is for self only
 - iv. You are required to provide medical records if you avail emergency leave
- d. Eligible holidays
 - i. Holidays as announced by the state government and as listed in the holiday policy of the client will be applicable for employees.
- e. Loss of pay
 - i. If you have used sick leave or emergency leave during the calendar year, you could use your available earned leaves.
 - ii. If you have not earned leave balance and you wish to take leave, the same will be loss of pay
- f. Compensatory leave
 - i. Aston Carter India does not provide for compensatory leave
 - ii. If any leaves are provided, the same will be based on the policy of the client
- g. Uninformed absence or absconding
 - i. If you are away from Client site without prior intimation for more than 2 days, you will need to report to your reporting manager and provide an explanation for your absence. If reporting manager continues to provide your engagement, then Company would be able to consider your absence as leave. If not, the contract will conclude from the date you were in absence or absconding
- h. Work from Home is governed by the client policy.

2. Salary Pay Date

- a. Salary will be paid on **1st** of every month.
- b. Employees have to ensure their approved timesheets are made available and approved by client on or before **20th** of each month.
- c. If there is delay in approved timesheet beyond 10 days after end of the month, the subsequent month salary will be put on hold or paid by 7th of the month after.

3. Medical Insurance

- a. Employee is eligible for Insurance cover up to INR 300,000 annually for self.
- b. Employees opting to add other family members can add max 5 more members. Spouse, 2 Children & 2 Parents. Employee opting to add family members contribute toward the premium. For premium amount and eligibility please check Salary Annexure – B or check with benefits administrator.
- c. Employees wanting to increase Insurance premium limit beyond INR 300,000 can do so at incremental cost.
- d. Medclaim insurance is valid only until employment is in force with Aston Carter

About us

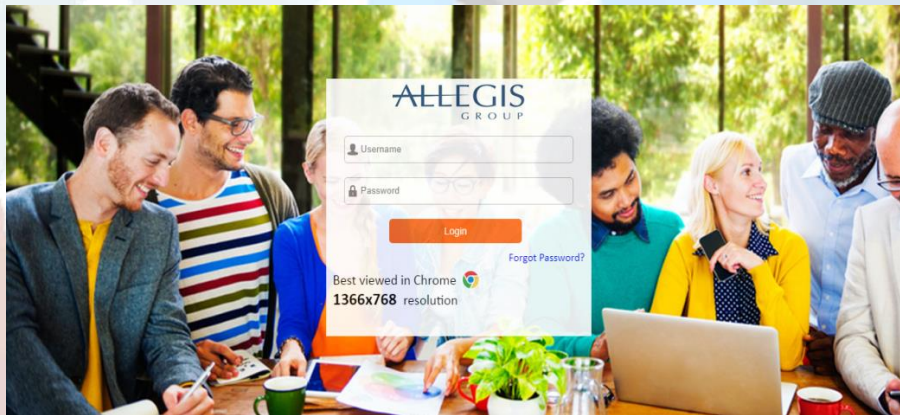
Visit our site @ <https://www.astoncarter.com/en/about-us> to know more

About Aston Carter

Driven by our unrivaled commitment to delivery, Aston Carter has grown to become a distinguished global provider of finance and accounting talent. We help organizations thrive by providing highly specialized professionals in finance, accounting, transformation, risk and compliance, and related disciplines.

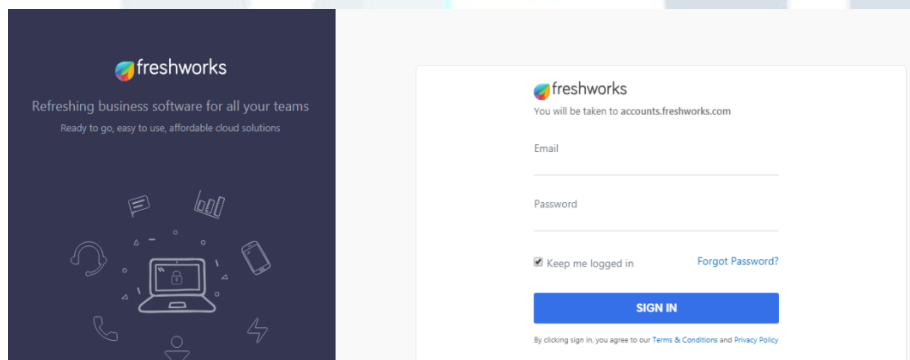
Stay connected with us

Visit your login page @ <https://allegis.ramcocloud.com/RVW/extui/vwrt/LaunchPanel.htm> to know more



Have a query! Want to give a feedback! Refer your friend!

Submit a Ticket @ <https://Astoncarterindia.freshdesk.com> or email @ support@Astoncarterindia.freshdesk.com and track quick resolution



फ़ोन २५२६२३०
०३६१ २४५५२४०

भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

फैक्स: (०३६१) २५२६२३८
२४५५२४०

Phone: 0361 2526230
2455240

ऑफिसियल कार्यालय (उ. पू.), भा. खा. नि. नी. एस. रोड, नी एन पब्लिकेशन, गुवाहाटी-781007
ZONAL OFFICE (NE), FCI, G. S. ROAD, G. L. PUBLICATION BUILDING,
ULUBARI, GUWAHATI-781007

FAX: (0361) 2526238
2451060

CALL LETTER FOR DOCUMENT VERIFICATION

ROLL NO.	1271003015	
REGISTRATION NO.	2180330881	
POST APPLIED	ASSISTANT GRADE-III (ACCOUNTS)	
NAME OF CANDIDATE (IN FULL)	ANKITA SINGH	
DOB	19/01/00	
ADDRESS	EKTA COLONY ROAD NO. 13 KALER AAHAR GAYA BIHAR 823004	
CATEGORY	OBC	
SUB-CATEGORY (IF ANY)	-	
SIGNATURE & LEFT THUMB IMPRESSION OF CANDIDATE (To be affixed in the presence of authorized official of FCI at the time of document verification)	Signature	Left thumb impression
NAME & SIGNATURE OF FCI AUTHORIZED OFFICIAL	Candidate affixed the Signature and Left thumb impression in my presence and photograph verified by me. Name: Signature:	



Dear ANKITA SINGH

With reference to your Application in response to Recruitment Advertisement No. 01/2022-FCI Cat-III published in the Employment News dated: 03.09.2022, you are hereby called upon to appear for Document Verification as per schedule below:

DATE	20/06/2023
REPORTING TIME	10.00 AM
VENUE	FOOD CORPORATION OF INDIA; ZONAL OFFICE (NORTH-EAST); GL PUBLICATION BUILDING; ULUBARI; G.S.ROAD; GUWAHATI; PINCODE- 781007



Ref.: SC/101944526/GGN/2023

Date: 08-May-2023

Relieving Cum Experience Certificate

To Whomsoever It May Concern

This is to certify that Karina Tanwar (101944526) worked with Convergys India Services Private Limited, from 20-Jan-2022 To 20-Apr-2023 and last held the post of Sr. Representative, Operations. Her Internal Job Title was Advisor II, Customer Service.

During her tenure her conduct was found satisfactory and there are no outstanding dues against her.

She left on her own accord and we wish her all the best in her future endeavors.

Sincerely,

Convergys India Services Private Limited

This is a system generated letter and does not require any signatures.

CNX/SEP/ART/FNFS/EL1F/2.0

Convergys India Services Private Limited

SP Infocity, Industrial Plot No. 243, 1st, 3rd, 4th 5th Floors Udyog Vihar Phase-1, Dundaheera, Gurugram, Haryana 122016, India
+ 9 1 (124) 6312220

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place, New Delhi – 110001

Telephone number- 011 68137751

CIN: U74899DL2001PTC109274

info@concentrix.com • www.concentrix.com

To
The Registrar
Bir Tikendrajit University
Canchipur, Imphal, Manipur

Sub: Consent letter for the post of *Guest Faculty* in
B.Ed. Spl. Edn......

Respected Sir,

I am *Breeti Nongmaithem*.....S/o, D/o ✓
Nongmaithem Melanjan Singh.....
Address *Ipikul Chingakham Keirak, Imphal*.....
West - 795001.....

Requesting you kindly accept my consent letter for the mentioned post in your Bir Tikendrajit University. I would be great to join the university as faculty of *B.Ed. Spl. Edn.*.....

If you could provide me with basic requirement and standared salary as per the RCI norm then it would be very helpful.

Breeti W
Thanking you

Breeti Nongmaithem
MA Psychology
Guest Faculty
B.Ed. Spl. Edn



M. Tabe
Deputy Registrar
Bir Tikendrajit University
Manipur



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ - 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



No. 1103/Proj.Staff/05/2022(PC004) E-I

Date 16.11.2022

कार्यालय ज्ञापन
OFFICE MEMORANDUM

विषय: Ms. Samprikta Kundu, प्रोजेक्ट जे0आर0एफ0, ICMR (GAP0388) "Characterization of VKORC1 SNP rs7294 and its effect on microRNA mediated regulation of VKORC1" परियोजना में कार्यभार ग्रहण करने के सम्बन्ध में।

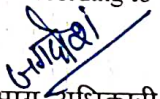
Sub: Regarding joining of Ms. Samprikta Kundu as Project JRF in CSIR (HCP0038) "ICMR (GAP0388) "Characterization of VKORC1 SNP rs7294 and its effect on microRNA mediated regulation of VKORC1".

संस्थान के पत्र सं0 1103/Proj.Staff/05/2022(PC004) E-I दिनांक 20.10.2022 के निबन्धन एवं शर्तों को स्वीकार करते हुए Ms. Samprikta Kundu ने परियोजना ICMR (GAP0388) "Characterization of VKORC1 SNP rs7294 and its effect on microRNA mediated regulation of VKORC1" में प्रोजेक्ट जे0आर0एफ0 के रूप में दिनांक 09.11.2022 (पूर्वान्ह) से रू0 31,000+16 प्रतिशत एच0आर0ए0 प्रतिमाह मासिक वृत्ति पर कार्य डॉ0 शशि कुमार गुप्ता, वैज्ञानिक, फार्माकोलॉजी प्रभाग के अधीन प्रारम्भ कर दिया है।

Having accepted the terms and conditions of this office letter no. 1103/Proj.Staff/05/2022(PC004) E-I dated 20.10.2022, Ms. Samprikta Kundu has joined as Project JRF w.e.f. 09.11.2022 (F/N) in "ICMR (GAP0388) "Characterization of VKORC1 SNP rs7294 and its effect on microRNA mediated regulation of VKORC1" under the supervision of Dr. Shashi Kumar Gupta, Scientist, Pharmacology Division on monthly stipend of Rs. 31,000+16% HRA p.m.

Ms. Samprikta का प्रारम्भिक कार्यकाल एक वर्ष होगा जिसे सक्षम प्राधिकारी द्वारा विस्तारित या किसी भी समय समाप्त किया जा सकता है। स्टाइपेण्ड का भुगतान फंडिंग एजेंसी से अनुदान प्राप्त होने के पश्चात् ही किया जायेगा। पी0एम0ई0 रिपोर्ट के अनुसार परियोजना की अवधि दिनांक 02.01.2024 तक है।

Initially the tenure of Ms. Samprikta is valid for one year which may be extended or discontinued at anytime by the Competent Authority. Payment of stipend will be made after receiving the grant from the funding agency. According to the PME Report, the Tenure of the Project is upto 02.01.2024.


अनुभाग अधिकारी

Ms. Samprikta Kundu
प्रोजेक्ट जे0आर0एफ0
फार्माकोलॉजी प्रभाग

Ms. Samprikta Kundu
Project JRF
Pharmacology Division

प्रतिलिपि:-

1. वित्त एवं लेखाधिकारी
2. अनुभाग अधिकारी (सामान्य/बीजक)
3. प्रभारी वैज्ञानिक, फार्माकोलॉजी प्रभाग, (पी0एम0ई0/मुस्तकालय प्रभाग)
4. डॉ0 शशि कुमार गुप्ता, वैज्ञानिक, फार्माकोलॉजी प्रभाग
5. सुरक्षाधिकारी
6. कार्यालय प्रति



DELHI SCHOOL OF JOURNALISM (DSJ)
(Faculty of Social Sciences)
University of Delhi

Ground Floor, University Sports Complex, North Campus, Delhi - 110007
Website: <http://dsj.du.ac.in> Email: dsj.du@gmail.com

DSJ/2022-23/Guest Faculty/2790
Dated: Sept. 15, 2022

To,

Ms. Neha Bhati
Address: H.No. 5506/07, Gali No.
5, New Chandrawal, New Delhi-
110007

Dear Ms. Neha Bhati

This is to inform you that the Competent Authority has approved the recommendations of the selection committee for your appointment as Assistant Professor on Guest basis in Delhi School of Journalism from Sept. 6, 2022 for 4 months only of the Semester- IX 2022-23 with honorarium of ₹ 1500/- per lecture. You are required to do the teaching for the paper of 'Sanskrit', examination, fieldwork and other any work assigned to you by the Honorary Director, Delhi School of Journalism. Your services may be terminated without any notice anytime.

Thanking you.
With regards:


Honorary Director
Delhi School of Journalism

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EMPLOYMENT AGREEMENT

Version: 1.8 Release Date: 1 December, 2022

This Employment Agreement ("**Agreement**") is made and executed at Noida, Uttar Pradesh on 23rd January 2023

By and Between:

RMS Risk Management Solutions India Private Limited, a company incorporated under the laws of India having its registered office at 406-407, Pooja Complex, 22 Veer Savarkar Block, Shakarpur, Delhi 110092, India (hereinafter referred to as the "**Company**" or "**RMS India**" which expression shall mean and include its successors, executors, administrators, attorney, affiliates and assigns) of the **FIRST PART**; and

Ms. Garima Kumari, daughter of Mr. Mukesh Kumar, resident of 2030, Sector 23, Huda, Sonipat, Sonipat, Haryana 131001 (hereinafter referred to as "**Employee**" which expression shall mean and include his legal heirs, administrators, executors and successors, attorneys and permitted assigns) of the **OTHER PART**.

*RMS India or Company and Employee shall hereinafter jointly be referred to as the "**Parties**" and severally as the "**Party**".*

RECITALS:

- A. The Company was incorporated on October 20, 2010 for development of IT software and solutions for reinsurance portfolio risk management in order to make assessment of portfolio losses due to natural catastrophes like earthquakes, hurricanes and flood or man-made disasters. These softwares provide critical risk management solutions to financial institutions around the world ("**Business**").
- B. Employee is desirous of being employed as **Modeling Analyst** with RMS India and RMS India pursuant to the covenants, representations and warranties made by Employee has agreed to appoint Employee for the said position.
- C. RMS India has been assured by Employee that the unique and expert services of Employee will be substantially available to RMS India during the course of his employment on the terms and conditions hereinafter set forth.
- D. In consideration of his employment or continued employment by RMS India and the compensation now and hereafter paid to Employee, the Parties desire to enter into this Agreement and on the terms and conditions contained in this Agreement.

***NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereto covenant and agree as follows:*

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1. INTERPRETATION

- 1.1. Recitals hereinabove mentioned shall be construed and treated as an operative part of this Agreement for all purposes.
- 1.2. **Definitions:** For the purposes of this Agreement, the following capitalized terms listed in this clause shall have the meanings as defined hereunder:

"Claim(s)" means any action, claim, cost, damages, expense (including without limitation legal and other professional fees and expenses), demand, fine, penalty, dispute, litigation, petition, suit, investigation, inquiry, proceeding, mediation, arbitration, conciliation, enforcement proceeding, hearing, complaint, assessment, judgment, order, injunction, decree or award (administrative or judicial (criminal or otherwise)) by or before any governmental authority.

"Confidential Information" shall mean any and all confidential or proprietary knowledge, data or information of RMS India, as well as, confidential information or proprietary knowledge, data or information RMS India may have received from third parties irrespective of, whether or not RMS India and/or its affiliates has contractual relationships with such third parties ("**Third Party Information**"). By way of illustration but not limitation, " Confidential Information" includes tangible and intangible Third Party Information, as well as, information relating to RMS India proprietary technology, models, data, assumptions, computations, methodologies, scenarios, financial information, technical information, clients' personal information, systems information, information processing, software tools, digital media, electronic media and other information regarding RMS India's business including, but not limited to, business plans, marketing material, presentations, development plans procedures and formulations for producing any such products, processes, know-how, designs, formulas, methods, developmental or experimental work, improvements, discoveries, plans for research, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, information regarding suppliers and customers contracts and information regarding the skills and compensation of other employees of RMS India.

"Intellectual Property or Proprietary Rights" means all trade secret, patent, copyright and other intellectual property rights throughout the world, whether or not patentable or registerable under copyright or similar statutes, made or conceived or reduced to practice or learned or authored by Employee, either alone or jointly with others, during the period of his employment with RMS India including trademark rights, rights of publicity, authors' rights, contract and licensing rights, goodwill and all renewals and extensions thereof, regardless of whether such rights arise under the laws of any state, country or jurisdiction.

"RMS India Policies" means the policies and procedures of RMS India as may be documented and/or practiced and/or instructed by RMS India from time to time including any global policy, if any, applicable to RMS India and its affiliates.

"Term" means period commencing from the **10th July 2023** ("**Effective Date**") till employment is terminated in accordance with this Agreement.

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1.3. Unless the context of this Agreement otherwise requires (i) words of any gender include each other gender; (ii) words using the singular or plural number also include the plural or singular number, respectively; (iii) the terms "hereof", "herein", "hereby" and derivative or similar words refer to this entire Agreement; (iv) whenever this Agreement refers to a number of days, such number shall refer to calendar days unless otherwise specified; (v) headings are used for convenience only and shall not affect the interpretation of this Agreement; and (vi) references to the Recitals, Clauses and Appendices shall be deemed to be a reference to the recitals, clauses and appendices of this Agreement.

2. DATE OF COMMENCEMENT OF EMPLOYMENT

Employment with RMS India shall be deemed to have commenced on the Effective Date and shall continue to be valid and in full force unless terminated earlier, by either Party in accordance with this Agreement. No employment of Employee with a previous employer counts towards his period of continuous employment with RMS India.

3. PROBATIONARY PERIOD

Employee will be on probationary employment for a period of 3 (three) months. At the end of the probationary period, if the Company finds his services satisfactory, he will be given a confirmation letter. The probation period may be extended, or his employment may be terminated, if his services are not found satisfactory, at the discretion of the management of RMS India. Employee will be deemed to be on probation after the expiry of the initial or extended period of probation, unless his employment is confirmed by RMS India in writing as per RMS India probation and confirmation policy. During the probation period, this Agreement may be terminated by RMS India in accordance with the applicable laws. Further, subject to the applicable laws, Employee may terminate this Agreement upon giving 30 days written notice to RMS India.

The joining between 1st to 14th of the month, the confirmation date will be 1st of 4th month.

The joining between 15th to 31st of the month, the confirmation date will be 1st of 5th month.

4. WORK LOCATION AND TRANSFER

Employee's place of employment will be at the Noida office of RMS India. Employee's services may be liable to be transferred to any other RMS offices, basis mutually agreed terms & conditions between the Parties. Employee acknowledges that as a part of his employment, he may be required to perform his functions at different locations, temporarily or permanently, either now existing or which may be established in future, within or outside India and he agrees to perform his duties from such new location upon reasonable notice by RMS India. RMS India may, at its sole discretion, second, depute, assign and/or transfer Employee to any other office of RMS India in India or overseas or to any of its affiliates or to any third parties. Employee hereby consents to any such secondment, deputation, assignment and/or transfer by RMS India of the employment including to third parties. Further, in such case, Employee shall also be bound by any policy of such other office or its affiliate, in existence at the date of the Agreement or that may be subsequently framed by RMS India or its affiliate and as notified to Employee. In addition, Employee shall travel on business to such parts of the world as may be required by the management of RMS India.

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5. BACKGROUND CHECK

As a part of the hiring process, the Company will conduct background check prior to Employee's joining RMS India to validate the identity, address, criminal records, education and previous employment details furnished by him. In the event that the background checks raise any concerns regarding his details, the Company reserves the right to ask for further evidence to substantiate the details provided to the Company. If Employee is not able to substantiate these details to the Company, the Company reserves the right to terminate his employment with appropriate action on the basis of information received or discovered to be wrong and/or false. Subject to applicable laws, the Company shall be within its absolute right to dismiss forthwith such Employee without any notice period or salary in lieu of notice period.

6. CONTROLLING LAWS AND PRACTICES

6.1 RMS India Policies are available on the Company intranet. The Company reserves all rights to change any policies, rules and regulations as it deems necessary from time to time and Employee shall be governed by the rules and regulations of the Company which are in force and as may be added, amended, or introduced from time to time, available on the Company intranet. RMS India is committed to ensure integrity in all aspects of its functioning. Employee shall ensure that Employee comply with RMS India's policies as they form an integral part of the terms of employment at RMS India. Consequently, Employee is required to understand the scope and intent of RMS India Policies and comply with them. RMS India Policies are updated/ modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the Company will notify Employee and Employee will be required to comply with the same. Employee shall comply with all the applicable laws and such other regulations or guidelines which may become applicable to Employee, from time to time, including any amendment or modification of any of the foregoing.

6.2 Employee is required to sign RMS India Code of Conduct and adhere to the same in his day to day conduct as an employee of RMS India.

7. CONFLICT OF INTERESTS

7.1 Employee is required to engage himself exclusively in the work assigned by RMS India and shall not take up any independent or individual assignments (whether the same is part-time or full-time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of his line manager ("**Reporting Manager**").

7.2 Employee shall ensure that Employee shall 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 RMS India.

7.3 In case of any conflict or doubt, Employee shall discuss the matter with his Reporting Manager, understand the position of RMS India and resolve the conflict.

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8. SICKNESS/INCAPACITY

- 8.1. If Employee shall be prevented by illness, accident or incapacity from properly performing his duties under this Agreement, Employee will report his fact promptly to RMS India and if it is so prevented for 3 (three) or more working days, Employee has to provide an appropriate statement and doctor's certificate or a completed self-certification form in the manner required by RMS India.
- 8.2. If Employee is found absent from his duties under this Agreement due to illness, accident or his incapacity duly certified in accordance with RMS India Policies, Employee will be paid his full remuneration for the first 15 (fifteen) days (whether or not such days are normal working days) of such absence during any period or periods totaling 365 days (whether or not such days are normal working days) and thereafter (while such illness, accident or other incapacity continues) such remuneration (if any) as RMS India shall in its discretion decide.
- 8.3. Employee may be required during any period of illness or incapacity to undergo a medical examination by a doctor nominated by RMS India which doctor shall be free to report the results of any such examination to RMS India or to his personal doctor.

9. EXPENSES

RMS India shall reimburse to Employee all reasonable travelling and other expenses properly incurred by Employee in the performance of his duties under this Agreement and in accordance with any directions or policies in this regard determined by RMS India from time to time (other than expenses incurred in travelling to and from the office) such reimbursement to be made as soon as reasonably practicable provided that Employee shall provide RMS India with authentic vouchers or other evidence of actual payment of such expenses as RMS India may reasonably require.

10. INCOME TAX

Income tax, if applicable, will be deducted from Employee's monthly pay as per government regulations, at the rate applicable. The Company will not be liable for any misrepresentation in his declaration of his income during the period prior to his joining the Company. Employee will be held entirely responsible in case Employee has concealed any income for the period prior to joining this Company.

11. EMPLOYEE'S DUTIES

During his employment under this Agreement Employee shall:

- 11.1. Comply with the terms of the Agreement and shall carry out his duties in accordance with the directions of RMS India from time to time. Employee further acknowledges and agrees that he shall refer all matters which are outside the normal and usual sphere of Business activities of RMS India for the approval of RMS India in writing. In carrying out his duties, Employee shall follow all policies and directives of RMS India, authority matrix, and relevant directions, both written and/or oral, given by RMS India from time to time. Employee shall report regularly to RMS India and/or such other person so appointed by RMS India. RMS India reserves the right to amend his job description and include additional duties as may reasonably be required to meet the needs of the Business.

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- 11.2. Diligently perform, to the best of his abilities, the duties commensurate with his designation and exercise the powers and functions whether relating to RMS India or to any subsidiary or its affiliates which from time to time may reasonably be assigned to or vested in Employee by RMS India's management or any other person from time to time nominated by RMS India's management. Employee agrees that he shall, under all circumstances, adhere to any obligation, which may not be specifically mentioned in the Agreement but is essential for the proper governance and conduct of business by RMS India.
- 11.3. Devote the whole of the time, attention and abilities solely to the affairs of RMS India and shall at all times act faithfully to the best of his ability and use his best endeavours to promote the interests of RMS India and the benefit of Company or its affiliates. During working hours, Employee is expected to contribute towards his role & responsibilities and not indulge in any activities of his personal interest.
- 11.4. Comply with all reasonable requests, instructions and regulations made by his superior or RMS India's management (or by anyone authorized by RMS India's management) and give to the superior or RMS India's management such explanations information and assistance as may be required.
- 11.5. Not enter into or be concerned or interested in any other trade business or occupation which (i) is in direct or indirect competition with RMS India or any of its subsidiaries or (ii) hinders or otherwise interferes with the full time performance by Employee of his duties under this Agreement (and if Employee is currently concerned or interested in any trade or business which is not now but which at any future time is in direct or indirect competition with RMS India or any of its subsidiaries then Employee shall forthwith disinvest and cease to be so concerned or interested).
- 11.6. Not enter into any contract, agreement or arrangement with any person that binds RMS India or creates any liability or obligation upon RMS India, without obtaining a specific prior written permission from RMS India, with respect to such matters which are not permissible to be dealt with under the applicable laws.

12. COMPENSATION AND BENEFITS

In consideration of the satisfactory performance of the duties, functions and services rendered by Employee, he shall receive all-inclusive total annual compensation of INR **847,500** (Indian National Rupees Eight Lakhs Fourty Seven Thousand Five hundred Only). His monthly salary shall be transferred directly into his bank account by way of credit transfer. The detailed break-up of compensation and benefits offered to Employee is set out in *Annexure A*.

13. LIMITATION OF LIABILITY

RMS India shall have no liability to Employee with respect to Claims arising out of, in connection with, or resulting from the Agreement, whether in contract, tort (including negligence of any degree) or otherwise except for the payment of consideration under the terms of the Agreement.

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14. REPRESENTATIONS AND WARRANTIES

Employee hereby represents and warrants to RMS India that he has disclosed all material and relevant information which may either affect his employment with RMS India currently or in the future or may be in conflict with the terms of the employment with RMS India, either directly or indirectly. It is expressly agreed by Employee that if, at any time during the employment, RMS India becomes aware that Employee has suppressed any material or relevant information required to be disclosed by Employee, RMS India reserves the right to forthwith terminate the employment without any notice, subject to applicable laws and without any obligation or liability to pay any remuneration or other dues to Employee irrespective of the period that Employee may have been employed by RMS India. This will be without prejudice to the right of RMS India to take disciplinary / legal action against Employee for the same.

15. DATA

RMS India may, in connection with the employment, receive personal data relating to Employee or third parties associated with him (such as his spouse or children). Such data may be received from Employee, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Subject to the applicable laws in India and worldwide, RMS India may process such data for relevant and limited purposes only as provided below. By signing the Agreement, Employee expressly consents to the following:

- 15.1. the processing of his personal data by RMS India;
- 15.2. the collection and processing of sensitive personal data about him for purposes such as legal, personnel, administrative and management purposes and in particular to the processing of any data qualifying as 'Sensitive Personal Data or Information' and/or 'Personal Information' as defined in the Information Technology [Reasonable Security Practices and Procedures and Sensitive Personal Data of Information) Rules, 2011] relating to Employee including but not limited to:
 - 15.2.1. medical records and history in order to monitor sick leave and take decisions as to Employee fitness for work;
 - 15.2.2. biometric information;
 - 15.2.3. physical, physiological and mental health condition;
 - 15.2.4. the transfer worldwide of personal data held about him by RMS India to other employees and offices of RMS India' affiliates and to third parties where disclosure to such third parties is required in the normal course of business or by applicable law; and use of his personal images and voices in marketing material, videos, etc.; and
 - 15.2.5. treating any personal data to which Employee has access in the course of his employment strictly in accordance with RMS India Policies and
 - 15.2.6. procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to him.



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16. NOTICES

All notices, requests, demands or other communications by the terms hereof required or permitted to be given by one Party to the other shall be given in writing by personal delivery or by courier, registered mail, postage prepaid, facsimile or electronic mail addressed to other Party or delivered to such other Party as follows:

to RMS India at:

Plot No. 15-A, 4th - 8th Floor,
Elixir Business Park, Sector- 127,
Noida, U.P – 201301, India

to Employee at:

2030, Sector 23, Huda, Sonipat, Sonipat, Haryana 131001

or at such other address as may be given by either of them to the other in writing from time to time, and such notices, requests, demands, acceptances or other communications shall be deemed to have been received when delivered or, if mailed, three (3) business days after the day of mailing thereof.

17. NON-DISCLOSURE

17.1. All documents, papers and records of every kind (written or recorded), whether originals, copies, or reproductions and whether prepared by Employee or by others, relating to the business and finances of RMS India shall be the sole and exclusive property of RMS India. Employee will not remove any of the above materials and will not, at any time, give or disclose such materials to any unauthorized person, or entity. Also, Employee will return all such materials including copies to RMS India at the time of termination of this Agreement.

17.2. During the Term of the employment and thereafter, Employee will hold Confidential Information in the strictest confidence and will not disclose to anyone (other than RMS India's personnel who have a need to know such information in connection with their work for RMS India or if required by any process of law) or use such Confidential Information, except in connection with his work for RMS India, unless expressly authorized by an officer of RMS India in writing. Furthermore, at all times during employment with RMS India and thereafter, Employee will not lecture upon or publish any of Confidential Information except as such disclosure or publication may be required in connection with his work for RMS India as expressly authorized in writing by an officer of RMS India. Additionally, Employee will obtain RMS India's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to his work at RMS India whether or not such material incorporates any Confidential Information. Notwithstanding the foregoing, except as otherwise set forth in this clause 17.2 it is understood that, Employee is free to use information which is generally known in the trade or industry, which is not gained as result of any violation of any right of RMS India, including without limitation a breach of this Agreement, and which is gained by Employee using his own, skill, knowledge, know-how and experience to whatever extent and in whichever way Employee wishes.

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- 17.3. Employee will not use improperly or disclose any confidential information, proprietary information, or trade secrets of his former employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and will not bring onto the premises of RMS India, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their written consent. Employee will not violate any non-disclosure or proprietary rights agreement signed in connection with any such person or entity.
- 17.4. If Employee is sponsored by RMS India for any specialized project or client specific training, skills and knowledge enhancement, development programs on tools, technologies, processes, designs or project implementation ("**Program**") in India or abroad, Employee shall ensure transfer of the knowledge obtained from any such Program including handover of training, study or reference material, database stored in any form including CD-ROM etc. ("**Documents**"), to RMS India within six (6) months after the completion of the Program. All property and rights in all such Documents shall at all time vest with RMS India. In the event Employee fails to comply with the aforesaid, he will be required to reimburse RMS India for the expenditure incurred by RMS India (including travel, stay, cost of training) in sponsoring him for the Program within 30 (thirty) days of written notice to him.
- 17.5. During the Term of employment with RMS India, Employee shall strictly adhere to RMS India information security policy.

18. INTELLECTUAL PROPERTY OR PROPRIETARY RIGHTS

- 18.1. **Handing-over:** Employee agrees that all originals and all copies of any and all material containing, representing, evidencing, recording, or constituting all or part of the Intellectual Property, however and whenever produced (whether by Employee or others) and whether or not protected under copyright law or patentable or protected under other intellectual property law, shall be immediately handed over to RMS India upon its creations and any copies thereof returned to RMS India upon termination of employment for any reason. During his employment with RMS India, Employee shall promptly disclose to RMS India fully and in writing all Intellectual Property or Proprietary Rights authored, conceived, written, encoded, developed, or reduced to practice by Employee, either alone or jointly with others. For a period of 6 (six) months following termination or expiration of his employment with RMS India, Employee shall promptly disclose to RMS India fully and in writing all Intellectual Property or Proprietary Rights authored, written, encoded, developed, conceived or reduced to practice by Employee, either alone or jointly with others, which Intellectual Property or Proprietary Rights relates to the field of his work at RMS India at the time of termination or within 3 (three) years prior thereto.
- 18.2. **Assignment:** To the extent permitted by applicable law, Employee hereby irrevocably, absolutely and perpetually agree and assign in the future (when any such inventions or Proprietary Rights are first reduced to practice or first fixed in a tangible medium, as applicable) to RMS India all his right, title, and interest, including worldwide rights and interest relating to and/or arising out Intellectual Property or Proprietary Rights, notwithstanding whether registered under applicable laws or not, in respect of all the Intellectual Property or Proprietary Rights developed by Employee during the Term of this Agreement, free from

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encumbrances and Claims of any kind for the full Term, of each and every such right, including renewal or extension of any such Term. Employee agrees and acknowledges that any copyrightable work prepared by him during the course of his employment shall be "works for hire" under the Copyright Act, 1957, in India and under international copyright laws and that RMS India will be considered the owner of such copyrightable works across all jurisdictions around the globe.

- 18.3. **Co-operation:** Furthermore, during and after the Term of the employment Employee undertakes to assist RMS India as is reasonably necessary to obtain, and from time to time enforce, Indian and foreign intellectual property rights relating to Intellectual Property or Proprietary Rights in any and all countries. To that end Employee will execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as RMS India may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such intellectual property rights to RMS India Proprietary Rights and the assignment thereof. In addition, Employee will execute, verify and deliver assignments of such Intellectual Property or Proprietary Rights to RMS India or its designee. Employee's obligation to assist RMS India with respect to Intellectual Property Rights relating to RMS India in any and all countries shall survive beyond the termination or expiration of his employment with RMS India. Employee hereby waives and quits Claim to RMS India any and all Claims, of any nature whatsoever, which Employee now or may hereafter has for infringement of any Intellectual Property Rights assigned hereunder to RMS India.

19. NON-SOLICITATION, NON-COMPETITION OBLIGATIONS

- 19.1. Employee shall not, except with the written consent of RMS India during the Term of this Agreement, or upon expiration or termination of employment with RMS India take up any employment or contract, or own, manage, operate, control or participate in or has any ownership interest in or assist financially or advise as a consultant, independent contractor, agent, employee, officer, partner, director or otherwise, alone or in association with any person, whether directly or indirectly, for a period of 1 (one) year with a client or competitor of RMS India ("**Restricted Period**").
- 19.2. Employee shall not, during the Restricted Period, directly or indirectly endeavor to solicit or entice away or attempt, in any manner, either directly or indirectly, to induce or persuade any other employee of RMS India or contractors of RMS India or its affiliates to terminate their services with RMS India or its affiliates during the Restricted Period.
- 19.3. During the Restricted Period, Employee shall not directly or indirectly or as a trustee, fiduciary or any other representative of any other person or entity:
- 19.3.1. Not to disclose names and addresses of the Company's customers and all other confidential information relating to these customers, including their buying habits and special needs, are provided in confidence and

constitute trade secrets of the Company and that the sale or unauthorized use or disclosure of any of the Company's trade secrets obtained by Employee during his employment constitutes unfair competition. Employee promises and agrees not to engage in any unfair competition with the Company;

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19.3.2. Not directly make known to any person, firm or corporation the names and addresses of any of the customers of the Company or any other information pertaining to them acquired by Employee within the course and scope of his employment duties at the Company, or for the purpose of obtaining catastrophe modeling business in any area that Employee worked while at the Company, call on, solicit, take away, or attempt to call on, solicit, or take away any of the customers of the Company on whom Employee has called during his employment with the Company, either for himself or for any other person, firm or corporation.

19.4. Employee hereby acknowledges and agrees that: (i) this Agreement is necessary for the protection of the legitimate business interests of RMS India and the limitations as to time and the limitations of the character or nature placed in this clause are reasonable and fair and will not preclude Employee from earning a livelihood, nor will they unreasonably impose limitations on his ability to earn a living; (ii) the restrictions contained in this Agreement may be enforced in a court of law whether or not his employment is terminated with or without cause or for performance related reasons; (iii) Employee have no intention of competing with RMS India within the limitations set forth in this clause 19.

20. EXPIRATION AND TERMINATION

20.1. Subject to the applicable laws and subject to the completion of the handover process to the satisfaction of RMS India, this Agreement may be terminated:

- 20.1.1. by mutual consent given in writing and signed by RMS India and Employee; or
- 20.1.2. by RMS India upon giving 30 days during probation/60 (sixty) days post confirmation written notice to Employee; or
- 20.1.3. by Employee upon giving 30 days during probation/60 (sixty) days post confirmation written notice to RMS India; or
- 20.1.4. by RMS India on Employee becoming of unsound mind or on the death of Employee, or on account of permanent disability (certified by a competent medical practitioner); or
- 20.1.5. by RMS India on account of his illness, accident or any other cause making Employee incapable to perform his duties; or
- 20.1.6. by RMS India in the event Employee is diagnosed as suffering from any infectious/contagious disease acting as a threat to the workplace or other employees; or
- 20.1.7. by RMS India immediately and without assigning any reason whatsoever, for Cause.

20.2. For the purposes of this clause 20.1.7, the term "**Cause**" means (i) an act of fraud or gross negligence deceit or dishonesty by Employee; (ii) violation by Employee of any confidentiality or non-competition obligation owed to RMS India; (iii) conviction of Employee pursuant to breach of any criminal or

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securities law; (iv) persistent negligence or material failure to adequately perform the services and duties required of Employee under this Agreement and/or insubordination or failure to comply with the directions given to Employee by RMS India without reasonable cause; (v) his insolvency or conviction at the final judicial process in the highest relevant authority for any offence involving moral turpitude; (vi) willful engagement in conduct demonstrably and materially injurious to RMS India, irregularities financially or otherwise and/or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to RMS India's property; or (vii) irregularity in his attendance, or his unauthorized or unapproved absence from the place of work for more than 7 (seven) consecutive working days; or (viii) Employee going on or abetting a strike in contravention of any law for the time being in force; or (ix) any act of misconduct under the applicable laws or Employer Policies or any other act which in view of RMS India amounts to misconduct for instance if Employee is found inebriated or under the influence of alcohol or any other intoxicant at the work place; or (x) his failure to achieve the set key performance indicators as may be defined and informed by RMS India from time to time; or (xi) Employee failing to perform / discharge his duties / responsibilities efficiently in accordance with the terms of this Agreement and/or the same not meeting the expectations of RMS India; or (xii) acting or taking decisions which are outside his scope of work or for which Employee is not authorized; or (xiii) acceptance of illegal gratification, in any form whatsoever; or (xiv) submission or declaration of false information or fake documentation by Employee to RMS India; or (xv) his failure or denial to undergo for medical examination as and when requested by the Company; or (xvi) material breach of any other provision of this Agreement or Employer Policies which is either not curable or (if curable) is not cured within 30 (thirty) days after receipt of notice thereof from RMS India containing a description of the breach or breaches alleged to have occurred; or (xvii) Employee's breach of anti-sexual harassment policy.

- 20.3. Subject to the applicable laws, RMS India reserves the right to forthwith terminate employment under clauses 20.1.2 and 20.1.3 provided that RMS India pays to Employee salary in lieu of the notice period referred therein.
- 20.4. **Garden Leave during notice period:** RMS India may, in its absolute discretion, require Employee at any time during the notice period not to attend his place of work and/or not to perform any duties for RMS India or to perform any such duties, projects or tasks as are expressly assigned to Employee by RMS India. Employee shall continue to be employed by RMS India during such period and therefore shall be eligible to receive his full pay and benefits during any such period. During any such period, Employee shall (i) notify RMS India of any
- 20.5. change of address or contact details, (ii) if requested by RMS India, refrain from contacting employees, clients and professional contacts of RMS India, (iii) cease to hold a power of attorney for RMS India, and (iv) continue to be bound by the express and implied duties of employment, including, without limitation, by the
- 20.6. duty of fidelity and good faith owed to RMS India. The garden leave shall not be offset against any annual leave of Employee.
- 20.7. On termination of employment, for whatever reason, Employee undertakes to immediately return to RMS India all documents, software, hardware, laptop, credit or charge cards, any other property belonging to RMS India. Employee shall not be entitled to retain copies or reproductions of any documents, papers

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or computer records relating to the Business of, or belonging to RMS India or any affiliate.

- 20.8. On termination of employment, for whatever reason, RMS India shall carry out the full and final settlement of the Employee as per RMS India Policies and Applicable Laws prevalent at that time.

21. LEGAL AND EQUITABLE REMEDIES

Employee acknowledges that any breach/violation by Employee under this Agreement or any obligation of like nature will cause irreparable injury to RMS India, the amount of which shall be extremely difficult to ascertain and RMS India may not be reasonably or adequately compensated by damages in an action at law. For these reasons, RMS India shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders or decrees, preliminary injunctions, permanent injunctions and mandatory injunctions without the necessity of posting bond or security as may be necessary to protect RMS India on account of any breach of the provisions of this Agreement. Such right to equitable relief is in addition to all other legal remedies that RMS India may have to protect its rights shall be construed to be cumulative, and **not** exclusive of any rights, powers, remedies and privileges provided by law.

22. NOTIFICATION OF NEW EMPLOYER

In the event Employee leave the employment of RMS India, Employee hereby consents to the notification to new employer by RMS India of his rights and obligations under this Agreement.

23. DISPUTE RESOLUTION

- 23.1. RMS India and Employee hereby agrees that they will, at all times, act in good faith, and make all attempts to resolve all differences howsoever arising out of or in connection with this Agreement by discussion. If within 15 (fifteen) days of the commencement of the discussions the dispute is not resolved, the dispute shall be referred to binding arbitration, provided that:

23.1.1. Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time; and

23.1.2. There shall be 1 (one) arbitrator to be appointed jointly by the Parties.

- 23.2. The Parties agree that until the arbitration proceedings are complete, they shall not take their disputes to a court of law. The arbitration proceedings shall be held at New Delhi, India and the language of the arbitration shall be in English.

- 23.3. The arbitration proceeding and all related documents will be confidential, unless disclosure is required by applicable law. The arbitration will be conducted confidentially, and any award may be made public only with the prior written consent of the parties.

Notwithstanding the aforesaid provisions of this Agreement, in the event of any breach or apprehended breach by Employee of the provisions of this Agreement, RMS India

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shall be entitled, in addition to all other remedies, to an injunction, whether interlocutory or preliminary, restraining any such breach, without recourse to arbitration.

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24. GOVERNINING LAW AND JURISDICTION

Employee hereby irrevocably agrees that subject to clause 23 above, this Agreement and any dispute or Claim arising out of or in connection with it or its subject matter or formation including non-contractual disputes or Claims shall be governed and construed for all purposes by the laws of India and that the courts in Delhi shall have exclusive jurisdiction to settle any dispute or Claim that arises out of or in connection with the Agreement or its subject matter or formation including non-contractual disputes or Claims. Notwithstanding the aforesaid, whether Employee works in India or any other territory outside India the said provision shall apply.

25. GENERAL

25.1. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by both Parties. Any subsequent change or changes in his duties, salary or compensation will not affect the validity or scope of this Agreement.

25.2. It is the intent of both the Parties to render this Agreement enforceable to the fullest extent permitted by law. If any clause of this Agreement is void or is so declared to be invalid, illegal or unenforceable for any reason whatsoever: (a) the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby and shall remain enforceable to the fullest extent permitted by law; (b) such clause shall be severed or such provision or provisions shall be deemed reformed to the extent necessary to conform to applicable law and to give the maximum effect to the intent of the Parties hereto; and; (c) to the fullest extent possible, the provisions of this Agreement (including, without limitation, each portion of any clause of this Agreement containing any such provision held to be invalid, illegal or unenforceable, that is not itself invalid, illegal or unenforceable) shall be construed so as to give effect to the intent manifested thereby.

25.3. This Agreement sets forth the entire and only agreement between the Parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both Parties shall not be binding upon either Party, the terms and conditions of this Agreement shall survive termination/expiration of his employment with RMS India. This Agreement wholly cancels, terminates and supersedes any and all previous negotiations, commitments and writings between the parties in connection therewith.

25.4. The headings used in this Agreement are for convenience only and are not to be considered in construing or interpreting this Agreement.

25.5. Notwithstanding anything contained in the Agreement and to the extent permissible by applicable laws, the Agreement may be assigned by RMS India, but Employee shall not assign or transfer all or any of his obligations under the Agreement without the prior written consent of RMS India.

25.6. The Parties herein unequivocally and explicitly agree that in case any statutory provision (being beneficial to the Employee) under any applicable law in India

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is permissible to be waived-off by way of an agreement or instrument, the Parties herein explicitly waive off such statutory provision, including but not limited to the provision contained under Section '25 G' of the Industrial Disputes Act, 1947.

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- 25.7. The rights and remedies of the Parties contained in the Agreement are cumulative and not exclusive of rights or remedies provided by applicable laws.
- 25.8. Each Party agrees to execute and deliver all such things and provide all such reasonable assurances, further documents or instruments, required by the other Party as may be reasonably necessary or desirable to affect the purpose of this Agreement and perform or carry out its provisions.

The undersigned have executed this Agreement at Noida, Uttar Pradesh on the 23rd January 2023

SIGNED by

RMS Risk Management Solutions India Private Limited

Vidhi Joshi
Senior Director, People - APAC

SIGNED by Garima Kumari

ANNEXURE A

CORPORATE HEADQUARTERS

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COMPENSATION & BENEFITS OFFERED TO GARIMA KUMARI

Designation: Modeling Analyst	Department: 6260 Data Analytics and Solutions (India)	Place of Joining: Noida
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Section A: Fixed Salary

Components	Salary break-up (p.m.) (in INR)	Salary break-up (p.a.) (in INR)
Basic	25,000	300,000
HRA	12,500	150,000
Flexi Basket (Refer Annexure B)	22,000	264,000
Salary	59,500	714,000
Provident Fund*	3,000	36,000
Total Fixed Salary (A)	62,500	750,000

*RMS India's Contribution

Section B: Performance Bonus – 13 % of Employee's Total Fixed Salary

Components	Amount (p.m.) (in INR)	Amount (p.a.) (in INR)
Performance Bonus (B)	NA	97,500

Performance Bonus payout is based on overall performance of the individual, division and the Company and is paid in accordance with company's global bonus policy. An employee can earn anywhere between 0 to 100% depending on performance. The above amount is calculated at 100% assuming satisfactory performance. To be eligible to receive any bonus employee must be an active employee (not serving notice period) in good standing on the date of the payout and have performed at or above expectations for the prior fiscal year, subject to the judgement of his Reporting Manager. Please note, evaluation period for bonus is January to December. Anyone joining after October 1st will not be eligible for bonus for that year and will be covered in subsequent pay-out cycle.

Total Annual Compensation (A+B)	INR 847,500
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The salary shall be payable in arrears by equal monthly installments on or about the last day of each English calendar month. RMS India shall deduct the applicable taxes including the tax at source on the payments payable to Employee at the prescribed income tax rates.

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Benefits

1. **Compensation Structure:** The Company offers Employee the flexibility to design a part of his compensation (under Flexi Basket in Annexure B) within a defined framework once in a year.
2. **Provident Fund:** Employee will be a member of the provident fund as per the provisions of Employees Provident Fund and Miscellaneous Provisions Act, 1952 and RMS India will contribute 12% of his basic salary every month as per the provisions of the said Act. RMS India shall contribute such funds or pay such amounts as are due under statute or as become due as a result of a change in law. All such statutory payments shall be payable only if RMS India is statutorily required to make such payments to Employee.
3. **National Pension Scheme –** Employee can make voluntary contribution of max upto 10% of basic salary in NPS and gain tax benefit as per statute.
4. **Gratuity:** Employee will be eligible to gratuity as per the provisions of the Payment of Gratuity Act, 1972. RMS India's maximum liability under this clause shall be capped to the statutory limits as prescribed under the said enactment.
5. **Insurance:**
 - (a) **Health Insurance & Family Health Plan (FHP):** Employee will be provided mediclaim coverage of **INR 500,000**, for self , domestic partner and up to two dependent children. Employee can voluntary top up additional insurance upto INR 500,000 coverage by paying premium, which will be deducted in two equal instalments and will be eligible for tax exemption under Sec 80D.
 - (b) **Voluntary & Co funded Parental Insurance :** RMS India also facilitates a scheme for Group Mediclaim for parents (or parents in law) at employees' own cost with coverage of **INR 200,000/INR 500,000** (premium will be as per amount chosen by employee and will be deducted in four equal instalments) on floater basis with lock in period of 3 years. The Company is nowhere responsible for the payment of the premium for the said scheme. Being a part of RMS India's Group Mediclaim policy for parents (or parents in law), an employee will have the privilege of following benefits:
 - Substantially lower premium rates as a group.
 - Higher coverage as a group, pre-existing diseases with no waiting period.
 - (c) **Business Travel Accidental Insurance:** Employee is eligible for business travel accidental insurance coverage equivalent to 2 times of Annual fixed CTC.
 - (d) **Accidental Insurance:** Employee is eligible for accidental insurance coverage equivalent to 25 times of his Monthly CTC.
 - (e) **Group Term Life Insurance-** As an employee, you are eligible for Group Term Life Insurance coverage equivalent to 3 times of Annual fixed CTC.
6. **Employee Assistance Program:** RMS India provides an Employee Assistance Program (EAP) which aims to provide support to RMS India employees and their immediate family (i.e spouse, domestic partners, children) for work and life issues through independent professionals. It is an independent, confidential, impartial source of support that is available 24X7X 365 days a year at zero cost to Employee. The program provides support on variety of work & personal issues ranging from stress management, parenting, elderly care, managing



A Moody's Analytics Company

life changes, career success, improving relationships, surviving the loss of a loved one, maintaining physical & mental health, referrals to local financial or legal resources to name a few.

CORPORATE HEADQUARTERS

7575 Gateway Blvd
Suite 300, Newark,
CA 94560
Tel: 1.510.505.2500
Fax: 1.510.505.2501

RMS RISK MANAGEMENT SOLUTIONS INDIA PRIVATE LIMITED

Noida :

Elixir Business Park,
4th To 8th Floor, Plot
No. 15-A, Sector-127,
Noida-201 301 (U.P.)
India
T: +91.120.442.7000
F: +91.120.442.7100

Bengaluru :

Quay Building, 8th Floor,
Bagmane Tech Park,
C.V. Raman Nagar,
Bengaluru-560093,
Karnataka, India
T: +91.806.885.8000

www.rms.com

7. **Holiday and Leaves:** Employee will be governed by RMS India leave policy and will be entitled to the following leaves in a calendar year:
- (a) 10 public holidays
 - (b) 10 days of Casual leaves
 - (c) 15 days of Sick leaves
 - (d) 18 days of Earned leaves
 - (e) 03 days of Paid Bereavement leaves
 - (f) 05 days of Paid Study leaves
 - (g) Adoption leaves - as per policy
 - (h) Maternity leaves - as per policy
 - (i) Paternity leaves - as per policy
8. **Education Assistance Program**
9. **Car Lease** – as per entitlement

Please note:

Access to all policy documents will be given on joining which can be referred to for details

If Employee's joining is in the middle of the calendar year the casual, sick and earned leaves mentioned as aforesaid shall be prorated

Benefit offerings are subject to change from time to time.

Annexure B

CORPORATE HEADQUARTERS

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Flexi basket is a part of salary given in form of various allowances (reimbursements) however it is employees discretion to opt in/opt out. Given below are the flexi basket components and guidelines for reimbursements

Books and Periodicals: Under this employee can claim expenses incurred on purchase of books, magazines, and newspapers.

Employee can elect reimbursement amount of either INR 300 or INR 600 per month.

Vehicle and Maintenance: Under this employee can claim expenses incurred for vehicle maintenance such as Fuel, vehicle service and repairs. The election is dependent upon the mode of conveyance used by the employee:

For two-wheeler, the amount for election is Rs. 900.

For car, the amount for election is:

- *INR 2400 For cars with engine capacity of 1600 CC or more.*
- *INR 1800 for cars with engine capacity below 1600 CC.*

Leave Travel Allowance (LTA): Under this employee is entitled to a leave travel allowance after completion of one (1) year of continuous service. The exemption can be availed only in respect of two (2) journeys performed within four (4) calendar years.

Employee can elect reimbursement amount in multiples of INR 1000 up to a max limit of INR 7000 per month.

Telephone: Under this employee can avail tax benefits for their actual bills of mobile/landline/data card connection.

Employee can elect reimbursement amount in multiples of INR 500 up to a max limit of INR 3000 per month.



OPEN THIS WAY EMPLOYMENT CONTRACT

To: Naba Farooquee

Date: 30th September 2022

Role: Social Media Executive

Open This Way is pleased to offer you the role of Social Media Executive and Content Creator effective from 10th October 2022.

1. **Effective date:** Your employment will be effective from the date of joining i.e. 10/10/2022, where the first 3 months would constitute a probationary period, during which the Company shall have the opportunity to assess the suitability of the Employee's performance. At any time during the Probation Period, the Company may terminate the Employee's employment, on the grounds of unsuitability.
2. **Salary:** You will draw a salary of INR 30,000 (Thirty Thousand only) per month in the above mentioned probationary period. Post the completion of 3 months, your salary will increase to Rs. 33,000 (Thirty-Three Thousand) per month.
3. **Termination:** Cessation of service after confirmation will be by giving 30 days notice or payment of salary for the unexpired notice period, if any, by either party. You have been engaged in the belief that the particulars furnished by you in your application are factually correct. In case it is subsequently found that the information furnished by you is false, or that some other relevant facts have been concealed or withheld, your service will be liable to be terminated without any notice. In case of any breach on the terms mentioned in the contract, your service will be liable to be terminated without any notice.
4. As a Social Media Executive, you are required to perform the following duties and undertake the following responsibilities.
 - (a) Management of assigned client(s)
 - (b) Curation of Instagram grid, including graphics wherever required and pitching new ideas for the same
 - (c) Writing of content for social media
 - (d) Planning and creating weekly stories for Instagram
 - (e) Ideating, coordinating and managing regular social media shoots, as well as, seasonal campaign shoots
 - (f) Other duties may arise from time to time and as may be assigned
5. **Softwares:** You are expected to have your own device for work, containing any softwares required, to fulfil the monthly deliverables.
6. **Leave Policy:**

(a) You are entitled to 21 days of paid leaves in a year. In addition, you are entitled to public holidays, as mentioned in the attached document.

(b) You may not carry forward or encash any holidays to the next holiday year.

7. Confidentiality: You shall not disclose, divulge or communicate in any manner, either directly or indirectly any confidential information of the company, documents, trade secrets or know-how to any person, firm, corporation, association or other entity for any reason or purpose whatsoever.
8. Intellectual Property Rights: Any inventions, design, improvements, creatives, process, copyrighted work, trademark or trade name to get made, created or discovered by you as an individual or jointly with any person, shall be the sole property of the company if that invention, design or improvement is connected with or is capable of being used in connection with the business of the company and was made or discovered in the course of your employment or by reason of or with the assistance of the facilities enjoyed by virtue of your employment, whether or not on the premises of the company.
9. Non-disclosure, Non-competition and Non-solicitation:
 - a. Non-Disclosure - You acknowledge that in the course of your employment, you will obtain knowledge of the Company's business plans, products, processes, know-how, trade secrets, formulas, methods, models, prototypes, discoveries, inventions, improvements, disclosures, names and positions of Employees and/or other proprietary and/or confidential information. You agree to keep the Confidential Information secret and confidential and not to publish, disclose or divulge to any other party, and agree to not use any of the Confidential Information for your own benefit or to the detriment of the Company without the prior written consent of the Company, whether or not such Confidential Information was discovered or developed by you. You also agree to not divulge, publish or use any proprietary and/or confidential information of others that the Company is obligated to maintain in confidence.
 - b. Non-Competition and Non-Solicitation - You agree that, for the duration of your employment and for an additional period of one year after the termination, neither you nor any corporation or other entity in which you may be interested as a partner, trustee, director, officer, Founder, agent, shareholder, lender of money or guarantor, or for which you have/will perform services in any capacity (including as a consultant or independent contractor) shall at any time during such period be engaged, directly or indirectly, with any client that has worked with Open This Way. You agree that you will not solicit, hire, contract services or otherwise employ, directly or indirectly, any of the employees of the Company.
10. Adherence to Rules & Regulations: You will be governed by the Service Rules and Regulations of the organisation which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed, or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct, your services may be terminated without giving any notice.
11. Mode of Notification: For service of any notice or communication, you will be informed by ordinary post at the latest address given by you at the time of employment, or thereafter. A

copy of the letter may also be displayed on the notice board, which shall be considered to be sufficient service on you. Any change in your address may, therefore, be intimated within one week of such change.

12. Applicable Law: The terms of this letter agreement and the resolution of any disputes will be governed by the laws of Delhi, India. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Delhi and only courts in Delhi shall have jurisdiction to determine the same.

Please return the duplicate copy of this appointment letter duly signed by you in token of your acceptance of the above terms & conditions.

We take this opportunity to congratulate you and welcome you to our company. We look forward to a fruitful association with you.

Naba Farooquee

Nitika Mitla | Malvika Mehta
(Open This Way)

Date:



EY Global Delivery Services India LLP
3rd Floor, Tower C,
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R Puram,
Bangalore - 560016,
Karnataka, India.

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

Talent Ref:R-178264

10 March 2021

Akriti Goel

IN010M73585

Sub: Relieving & Service Certificate

With reference to your letter of resignation, we hereby accept your resignation from the services of the firm and you are relieved of your duties and responsibilities from the closing hours of 18 December 2020.

Your employment details are as follows:

Employee Name : Akriti Goel
GPN : IN010M73585
Rank & Title : 44 - Advanced Associate
Date of Joining : 02 September 2019
Date of Relieving : 18 December 2020

We would like to reiterate your continued obligation of maintaining confidentiality towards any proprietary and confidential information of the firm that you may have had access to during the course of your employment.

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

For **EY Global Delivery Services India LLP**

HR Representative

"For any Talent queries, call HRCC at Toll free : 1800 419 6967/drop an e-mail to myhr.gds@xe04.ey.com."

19-Aug-2022

Shria Gagneja
2361, Sector 46,,
Gurugram - 122001

Dear **Shria**,

On behalf of **KPMG Resource Centre Private Limited** (the '**Company**'), I am pleased to offer you the position of **Audit Associate** in **Audit** with the Company. You will be part of the **Audit-Business team**.

You shall be based in **Gurgaon** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **12-Sep-2022**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.182500/- (One Lakh Eighty-Two Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.182500/- (One Lakh Eighty-Two Thousand Five Hundred Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company including Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

B. Other Entitlements

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Bonus

You may be entitled to a performance bonus as per the Company Policy. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.

2. Gratuity

You shall be entitled to payment of gratuity as per the Company Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Company, if any.

4. Leave

You shall be entitled to twenty two days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.

5. Maternity Benefits [For Women employees only]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding thirty (30) minutes break for meals. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- (i) trade secrets,
- (ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future of Company or any of its business or any part thereof,
- (vi) details of its employees and officers and of the remuneration and other benefits paid to them,
- (vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential

3.2 You shall not, either during your employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

6. Independence and Risk Policies

We draw your attention to our independence and risk policies that apply to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.

8. Staff Manual

You are requested to familiarize yourself with the Company's staff manual on joining and you are required, at all times, to abide by the staff manual as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the staff manual shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

D Termination

1. Without Cause

1.1 During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover

from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation

- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the sixty (60) days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation..
- 1.3 In case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken
- 1.4 With the exception as laid out in Paragraph D.1.3 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:
 - (i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
 - (ii) found to have engaged in any other act or omission, inconsistent with your duties; or
 - (iii) found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
 - (iv) convicted of any criminal offence; or,
 - (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the staff manual.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof..

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated..

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

4. Return of Property

- 4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- 4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before **24-Aug-2022**, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,
for **KPMG Resource Centre Private Limited**

Sanjay Das
Associate Director - Human Resources

I am pleased to accept the offer contained above.

Shria Gagneja

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm’s clients. They are ‘ **Member of the Firm** ’ and ‘ **Covered Person** ’ . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

‘**Member of the Firm**’ - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term ‘Member of the Firm’ also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

‘Covered Person’ - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm’s **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors’ report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **‘office’** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term ‘Covered Person’ also includes immediate family members, as explained in the section titled ‘When Is My Family Subject to the Rules?’ The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents *, whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **‘immediate family members’** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your **‘close family members’** —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member’s employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm’s independence.

What Kinds of Investments Are Prohibited For a ‘Member of the Firm’?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm’s independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE-1**INDICATIVE COMPENSATION PLAN**

Shria Gagneja
Audit Associate
Gurgaon

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

- The above is an indicative break-up of the components
- Cognizant of the current working environment, all new joiners at Assistant Manager or below level are entitled to a one time 'work-at-home' allowance of INR 12,000/- (Rupees Twelve thousand only), in addition to the compensation outlined above. This allowance will be subject to the 'work-at-home' Policy of the Company, as amended from time to time. The aforesaid amount would be payable in the subsequent month's payroll subject to the policy applicable on the date of disbursement.
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund
- Gratuity will be governed by the Payment of Gratuity Act
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.
- Flexible compensation needs be allocated every year basis the components published by the Company
- Any statutory deduction shall be made as per applicable laws

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 300000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

ANNEXURE 2

Compensation Structure		
Fixed Components / Mandatory Components:		
		Audit Associate
A	Basic Salary	50% of 'Cost to Co.'
B	Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.
The balance of 'Cost to Co.' can be structured using the following options:		
		Audit Associate
C1	House Rent Allowance	✓
	<p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 	
		Audit Associate
C2	Car Lease Rentals/Insurance	X
	-	
		Audit Associate

C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate
C4	Car Reimbursements	X
	Fuel	NA
	Maintenance	NA
	(Maintenance to include services, repairs, parking charges, toll tax, Car accessories & driver salary is not allowed)	
		Audit Associate
C5	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate
C6	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate
C7	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate
C8	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate
C9	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate
C10	Flight Upgrade	X
	-	

Offer electronically accepted by: Gagneja, Shria
Offer electronically accepted on: Aug 22, 2022 1:41 PM
Offer electronically accepted from: 122.161.78.23

No.8/EC/2021(1)
INTELLIGENCE BUREAU
(Ministry of Home Affairs)
Government of India
New Delhi,

Sep 15, 2023

On the basis of performance in Tier-I exam conducted on Mar 23-24, 2023 & subsequent appearance in Tier-II exam held on July 9, 2023, Shri/Ms. KHUSHBOO has been shortlisted for interview for the post of Security Assistant/Executive in IB.


2. The candidate is requested to login to the website (<https://cdn.digialm.com/EForms/configuredHtml/1258/79819/login.html>) using his/her username (Application Sequence Number) and password, download the Special Security Questionnaire (SSQ) form & Attestation Form (AF) and bring these forms (duly filled) along with the following documents:

- (i) Educational qualifications – Certificate & mark sheets of 10th, 12th, Graduation, PG (if any), Diploma (if any);
- (ii) Certificate of domicile of that state against which the candidate has applied.
- (iii) Certificate of OBC/SC/ST/EWS/Ex-serviceman/Gujarat riots issued by the competent authority in the prescribed proforma;
- (iv) Details of foreign visit of self/close relatives (attached) & Identity certificate (attached), duly filled and signed by the competent authority.

3. **ACTIVITY MENTIONED IN PARA 2 ABOVE IS MANDATORY, FAILING WHICH THE CANDIDATE WOULD NOT BE PERMITTED TO ATTEND THE INTERVIEW.**

4. The candidate is requested to report for the interview at 12:00 HRS positively along with interview call letter (in duplicate) and all the documents mentioned in para 2 above in original along with a self- attested photocopy. In addition, the candidate is required to bring (i) duly filled AF/SSQ form (ii) a photo identity proof like voter ID card, PAN card, passport, driving license or any other valid proof, (iii) Sufficient number of passport size photographs (4-5) identical to the one uploaded at the time of registration. **[Please ensure that identity certificate (part of AF) is duly filled & signed by the competent authority].**

Please paste your photograph in the space provided below and sign across it. This photo should be identical to the one uploaded at the time of online registration and also printed below.

Paste your photo here and sign across it.		SI No.	Roll No.	Name
		2320	2321790101037	KHUSHBOO
Date of Interview: 9-10-2023 & BOARD 2				
Language opted : HINDI				
Reporting time: 12:00 HRS				
Venue of Interview : Gate no. 4, 35 Sardar Patel Marg, New Delhi - 110021				

EXL



Laveena Naik

Employee ID : 220418

Blood Group : O+

Inductis (India) Pvt. Ltd.

4th Floor, Tower D, Building 14,

DLF Cyber City, Sec- 24 & 25 A,

Gurgaon-122002,T:0124-6144700

03-Apr-2024

Akshada Shrotryia,

Vijay Kurmar Shrotryia Flat No-C-812 Rohini Heights,
Pocket GH-4 DDA HIG Flats Sector-29,
Rohini PEHLAD PUR BANGAR North VWest Dehi Delhi - 110042

LETTER OF INTENT

Dear Akshada,

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered the position of “**Analyst – AI/LLM Practice**” in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on or before **Monday, 08th April, 2024** at the following address:

Innodata India Pvt. Ltd.
8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.



Parul Arora
Manager- HR

Name: Akshada Shrotryia
Designation: Analyst – AI/LLM Practice
Level: 2
Date of Joining: 08-Apr-2024

Illustrative details of your compensation:

Pay Components	Monthly (In INR)	Annual (In INR)
Basic Salary	23,333	2,80,000
Flexible Benefits Plan (FBP) -Max Cap *	32,200	3,86,400
Provident Fund (Employer Contribution)	2,800	33,600
Total CTC	58,333	7,00,000

FBP - Following components under FBP can be opted as per the sub limit defined against each, up to a Total Max Cap given above.

Sub Limits Per Month (in INR)	
House Rent Allowance (HRA)	50% of Basic
Education Allowance – Fixed	200
Meal Coupons -Fixed	2,200 (For 5-day workweek) 2,600 (For 6-day workweek)
Books & Periodical Allowance	Defined as per Level
Leave Travel Allowance	Defined as per Level
Special Allowance **	Remaining balance unavailed in above options

Any Income tax liability arising due to above will be borne by the employee.

For Innodata India Pvt. Ltd.



Parul Arora
Manager- HR


Read, Understood and Accepted
(_____)

Please sign the enclosed copy of this letter as a token of your acceptance



GOVT. P.G. COLLEGE

SECTOR 1, PANCHKULA, PHONE: 01772-2560076

IDENTITY CUM LIBRARY CARD 2023-2024



Name

: Vanshika

Father's Name : Sh. Maya Ram

Class

: B. Ped 1st Year

Roll No.

: 12301301

Date of Birth

: 05.11.2002



12301301

Bankim
Library Incharge

Principal

Issuing Authority



Aditi Singhal <asinghal9922@gmail.com>

Invest India - Offer Letter

HRD Invest India <hr@investindia.org.in>
To: Aditi Singhal <asinghal9922@gmail.com>

Tue, Feb 13, 2024 at 10:00 AM

Dear Aditi Singhal,

With reference to your recent interview for the below-mentioned post, Invest India is pleased to offer you the position of **Assistant Manager** subject to following terms and conditions:

1. You will be paid a consolidated remuneration of **INR 13,50,000/- per annum (Rupees Thirteen Lakh Fifty Thousand Only)** which however shall be subject to the mandatory deductions and taxes as applicable. Enhancements to the remuneration, if any, may be considered in accordance with rules and policies/guidelines of Invest India.
2. The engagement is purely on contract basis and shall not entitle you to any claims, right, interests whatsoever for any job or further renewal of engagement in this organization or to any of its associated organization(s).
3. The offer of engagement is subject to the correctness of the information/details furnished by you at any stage to Invest India during the selection process. Invest India reserves its right to get the details verified at any stage of your engagement. In case of any misrepresentation or incorrectness or inconsistency whatsoever by omission or otherwise, the offer of engagement shall be cancelled and deemed to have been withdrawn. Invest India shall have the right to get your character and antecedents verified through reference, police verification or any appropriate process and subject to its outcome, the offer of engagement shall be liable to be cancelled/withdrawn at any stage without any advance notice.
4. You will be required to carry the following certificates/documents at the time of commencing the engagement: -
 - o Copies of certificates of date of birth & educational qualifications (X, XII, Graduation, and Post-Graduation, any other).
 - o Copy of all relieving letter/acceptance of resignation letters from previous organizations.
 - o Copy of Residence and Photo-ID Proof - Passport , Aadhar Card & Voter ID Card .
 - o Copy of PAN No.
 - o Five Passport Photographs & a Cancelled Cheque.

A formal Employment Agreement with terms and conditions will be provided on your joining. Should you need any further information/ clarification , please feel free to reach us on +91 9205320040.

We look forward to welcoming you as a new member of Invest India and believe that you will create tremendous value for the Organization and yourself in the years to come.

Kindly share your acceptance by replying to this mail latest by 20 February 2024. **Please send us a signed copy of the attached Declaration Form in your acceptance email.**

This issues with the approval of HR Committee at Invest India.

Regards,

HR Team

2 attachments

Jairajsinh Raulji

CONTACT

+91-9979591605



jairaj90@gmail.com



Ahmedabad



EDUCATION

Bachelor Of Engineering,
Gujarat Technological
University

Charter Engineer,
Institute of Engineers

**Post Graduate Diploma In
Management- Operations
Management**

Symbiosis Centre of Distance
Learning

KEY SKILLS

Tableau
Excel

People Management
Business Analysis

PROFILE

A dynamic professional with over 8 years of experience and a strong background playing a vital role in the development, management, growth and retention of key accounts for a wide range of organizations. Experience of working in a traditional as well as a modern day Start up environment. Skilled in identifying business opportunities and transforming it to revenue & profit. Highly adept in performing within high-pressure and deadline-driven environments, driving full sales lifecycles with focus on territory expansion.

PROFESSIONAL EXPERIENCE

July 2023 –Present

Strategic Account Manager

Paytm Deals, Ahmedabad

- Launching and Growing the vertical of Paytm Deals. Primary concentration- Restaurants / Food Industry.
- Ensure strategic merchants are having presence on the platform and being a major part of the growth for the product at the city level.
- Develop roadmap and execution strategy which can be used to drive business growth.
- Create and share performance reports of the merchants and give inputs to enable them to move towards improvement of business coming from them.

May 2022 –April 2023

Senior Manager-Program Management

Dunzo, Ahmedabad

- Leading a team of Calling and Self Sign up Associates.
- Strategize, implement, and maintain high impact program initiatives that forward the organizational goals.
- Develop metrics, structures and prototypes which can be used to drive business decisions
- Program manage multiple projects, ensuring goals are met.
- Call out risks early and problem-solve to reduce & remove the same.
- Produce program reports for management and stakeholders.
- Develop program assessment protocols for evaluation and improvement.

December 2021 – January 2022

Strategic Account Manager

Swiggy, Ahmedabad

- Maintaining a strong relationship with restaurant owners {Specifically Key Accounts & Strategic Accounts of the City & Country} and advising them on issues related to the market and offering solutions on the same.
- Secured high-value accounts through consultative selling (upsell, ad sales, etc) effective customer solutions and promoting compelling business opportunities leading to growth.
- Consistently achieved top ranking in revenue and profit growth.

April 2021 – December 2021

Key Account Manager

Swiggy, Ahmedabad

December 2018 – March 2021

Strategic Account Manager

Swiggy, Ahmedabad

August 2017 – March 2018

Sales Executive

Goodrich Maritime Pvt Ltd, Ahmedabad

- I had been associated with sales and technical aspects of freight business for 4+ Years.
- During my tenure I took up roles into Pricing, BD, account management.
- FCL/LCL Exports were my section of expertise.

January 2017 – August 2017

Trainee

Goodrich Maritime Pvt Ltd, Ahmedabad

January 2015 – January 2017

Pricing Executive

Sai Seair Logistics Pvt Ltd, Ahmedabad

August 2014 – February 2015

Trainee

Sai Seair Logistics Pvt Ltd, Ahmedabad

Accomplishments

- Swiggstar award for performance at Swiggy, Ahmedabad.
- Spotlight award for outstanding performance at Swiggy, Ahmedabad.



KPMG Resource Centre Private Limited

Building No. 10
5th Floor, Tower C
DLF Cyber City, Phase II
Gurugram – 122 002, Haryana
Telephone +91 124 612 8500

21 December 2023

Neetu Yadav
H-16/ 461, Sangam Vihar,
Delhi-110080

Dear Neetu,

On behalf of **KPMG Resource Centre Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Audit Associate 1** in **Audit** with the Company. You will be reporting to **Vipresh Bansal** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **15 January 2024**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

Provisional Offer

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct



such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
 - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
 - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.
 - c. Comply with the Company's policies at all times and to abide by the provisions of



the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.

- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

2. Compensation

- 2.1. Your total fixed Compensation shall be INR **365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.
- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant



performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.

- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

4. Location and Travel

- 4.1. You shall be based in Gurugram and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.
- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity



leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

- 5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

6. Confidential Information

- 6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- a. trade secrets.
- b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
- c. prices charged to and terms of business with clients.
- d. marketing plans and revenue forecasts.
- e. any proposals relating to the future of Company or any of its business or any part thereof.
- f. details of its employees and officers and of the remuneration and other benefits paid to them.
- g. any company or client data/information/records, company policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any



- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.
- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in



addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

11. Termination

- 11.1. During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.
- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's



discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.

11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.

11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:

- a. fail to satisfactorily complete the Company's background screening checks;
- b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
- c. are found to have engaged in any other act or omission, inconsistent with your duties; or
- d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the



course of your employment.

- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.
- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

13. Governing Law

- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances,



the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.

14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 26-12-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,

for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Neetu Yadav
(Candidate's Name)



ANNEXURE-1

INDICATIVE COMPENSATION PLAN

Neetu Yadav
21 December 2023
Audit Associate 1
Gurugram

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	15208	182500
Flexible Compensation (b)*	13383	160600
Employer Contribution to Provident Fund (c)	1825	21900
Total Cost to Company (a+b+c)	30416	365000

* Flexible Compensation will include minimum 10% of Basic Salary as HRA

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in that regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund.
- Gratuity will be governed by the Payment of Gratuity Act.
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year.
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Any amount payable by the Company to you towards Compensation, Other Entitlements



and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Flexible compensation needs be allocated every year basis the components published by the Company.
- Any statutory deduction shall be made as per applicable laws.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Company you may refer to the Company's policies for further details on the benefits that are available to you.



ANNEXURE 2

Compensation Structure							
Fixed Components / Mandatory Components:							
	Audit Associate 1						
A	Basic Salary						
	50% of 'Cost to Co.'						
B	Provident Fund						
	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.						
The balance of 'Cost to Co.' can be structured using the following options:							
	Audit Associate 1						
C1	House Rent Allowance						
	✓						
<p>Ø Minimum 10% of your basic salary will be allocated towards HRA.</p> <p>Ø Maximum HRA which can be allocated is 50% of your basic salary</p> <p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: 							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Rent Paid</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td>More than or equal to Rs. 20,000/-</td> <td> <ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. In case of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord </td> </tr> <tr> <td></td> <td>1. All above three are mandatory to be mentioned on rent receipts.</td> </tr> </tbody> </table>	Rent Paid	Requirement	More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. In case of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord 		1. All above three are mandatory to be mentioned on rent receipts.
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	1. All above three are mandatory to be mentioned on rent receipts.						
	Audit Associate 1						
C2	Car Lease Rentals/Insurance						
	X						
	-						



		Audit Associate 1
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Audit Associate 1
C4	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Audit Associate 1
C5	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Audit Associate 1
C6	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Audit Associate 1
C7	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Audit Associate 1
C8	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

- **What is independence and why is it so important?**
- **Do the independence rules apply to me?**
- **When is my family subject to the rules?**
- **What kinds of investments are prohibited for a 'Member of the Firm'?**
- **What kinds of loans are acceptable?**

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' Member of the Firm ' and ' Covered Person ' . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.



'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - When Is My Family Subject to the Rules?

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's Chain of Command with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' office ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called '**immediate family members**' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.



In certain instances your **'close family members'** —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.

- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



Annexure

Annexure

Welcome Allowance

21 December 2023

Neetu Yadav

H-16/ 461, Sangam Vihar,

Delhi-110080

Subject – First employment welcome allowance

At KGS, we believe that the first employment is a very important transition for every individual. In our endeavor to make this transition smooth and memorable, we welcome all colleagues who are stepping into their first job with a one-time welcome allowance of INR 12,000 (Rupees twelve thousand only), in addition to the compensation mentioned in the Annexure 1. This allowance is subject to amendment in line with the organizational policy. The aforesaid amount will be paid in the subsequent month's payroll, subject to the current policy applicable at the date of disbursement.

All payments shall be subject to deduction of tax at source as per applicable tax laws.

Yours sincerely
for KPMG Resource Centre Private Limited

Indrani Ghoshal
(Authorized Signatory)

I am pleased to accept the offer contained above.

Neetu Yadav
(Candidate's Name)



जवाहरलाल नेहरू विश्वविद्यालय

परियोजना (प्रशासन) प्रकोष्ठ (Project (Admn.) Cell)

PAC-SBT-RA-CSIR-1524

11.09.2023

कार्यालय आदेश संख्या/Office Order No.:542/2023

सक्षम प्राधिकारी द्वारा परियोजना के लिए निम्नलिखित व्यक्ति की नियुक्ति के लिए स्वीकृति प्रदान की गई है The Competent Authority is pleased to make the following appointment in the project as per the details given below:

1.	नम/ Name	:	Ms. Ashmita Singh
2.	पदनाम/ Post name	:	JRF
3.	वेतन और वेतनमान/ Salary	:	₹ 31,000/- मासिक / p.m.
4.	कार्यभार ग्रहण करने की तिथि और नियुक्ति की वैधता/ Date of Joining and validity	:	01.09.2023 to 31.08.2024
5.	परियोजना का शीर्षक/ Title of the project	:	"Regulation of muscle atrophy..... neuromuscular disease"
6.	वित्तपोषक एजेंसी का नाम/ Name of Funding agency	:	CSIR
7.	परियोजना निदेशक का नाम/ Name of Project Investigator	:	Dr. Ranjana Arya
8.	केन्द्र/ संस्थान/ विभाग/ Centre/School/Deptt.	:	SBT

स्टाफ सदस्य की नियुक्ति पूर्णतया अस्थायी/तदर्थ/अनुबंध आधार पर होगी और यह नियुक्ति उपरोक्त अवधि अथवा जब तक परियोजना निदेशक द्वारा स्टाफ सदस्य की सेवाओं को आवश्यक समझा जाएगा, इनमें से जो भी पहले हो, तक वैध रहेगी। The appointment of the staff member will be purely temporary/ ad-hoc /contractual basis and valid for the above period as mentioned above or until the services are required by the Project Director, whichever is earlier.

स्टाफ सदस्य की सेवाएँ बिना कोई नोटिस दिए अथवा बिना कोई कारण बताए किसी भी समय समाप्त की जा सकती है। The services of the staff member will be liable to termination at any time without any notice and without assigning any reason.

स्टाफ सदस्य की नियुक्ति विशेष रूप से उपरोक्त परियोजना के लिए होगी और उसका विश्वविद्यालय में किसी भी पद पर कोई दावा/अधिकार नहीं होगा। The appointment shall be specifically for the aforesaid Project and staff member will not have any claim / right on any post in the University.

नियुक्ति की सभी शर्तें विश्वविद्यालय में समय-समय पर लागू नियमों द्वारा निर्धारित अनुदान की शर्तों द्वारा शासित की जाएँगी। All conditions of the appointment shall be governed by the terms of grant -in -aid laid down by the rules in force time to time in the University.

Note: 1) Appointment is accorded subject to the availability of funds.

2) In case the appointee is a recipient of any fellowship/scholarship, his/her fellowship/scholarship will be forfeited for the period of the engagement in the project.

Ms. Ashmita Singh, JRF
द्वारा/ C/o: Dr. Ranjana Arya, SBT

(Prof. Sapna Ratan Shah)
Director (R&D)

प्रतिलिपि/ Copy to: (through e-mail)

1. Dean, SBT
2. DFO/AFO (Project Finance)
3. Office Copy

जवाहरलाल नेहरू विश्वविद्यालय

परियोजना (प्रशासन) प्रकोष्ठ (Project (Admn.) Cell)

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Ms. Ashmita Singh, JRF
द्वारा/ C/o: Dr. Ranjana Arya, SBT

प्रतिलिपि/ Copy to: (through e-mail)

1. Dean, SBT
2. DFO/AFO (Project Finance)
3. Office Copy

(Prof. Sapna Ratan Shah)
Director (R&D)



20-Jun-2022

Ishta Kaushal

**Set No. 35, Teachers Colony, Summerhill,
Shimla - 171005,
(Himachal Pradesh) India**

Dear **Ishta**,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in DT-DTAC** with the Firm.

You shall be based in **Gurgaon** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **27-Jun-2022**, this employment agreement ('Agreement') shall stand terminated.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

07-Jun-2021

**ISHA .
42 MOTA SINGH NAGAR, NEAR TEJ BAGH
COLONY,
PATIALA - 147001**

Dear ISHA,

On behalf of **KPMG Global Services Private Limited** (the '**Company**'), I am pleased to offer you the position of **Associate Consultant in Advisory** with the Company. You will be part of the **DA Core-TS-FA/FDD team**.

You shall be based in **Gurgaon** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **21-Jun-2021**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.350000/- (Three Lakh Fifty Thousand Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with

the merit review cycle and at the sole discretion of the Company.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.350000/- (Three Lakh Fifty Thousand Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company including Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

B. Other Entitlements

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Bonus

You may be entitled to a performance bonus as per the Company Policy. The Company is under no obligation to operate a bonus scheme and any payment of bonus to you is solely at the Company's discretion.

2. Gratuity

You shall be entitled to payment of gratuity as per the Company Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Company, if any.

4. Leave

You shall be entitled to twenty two days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.

5. Maternity Benefits [For Women employees only]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity

benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding thirty (30) minutes break for meals. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-

- (i) trade secrets,
- (ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future of Company or any of its business or any part thereof,
- (vi) details of its employees and officers and of the remuneration and other benefits paid to them,
- (vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and

other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential

- 3.2 You shall not, either during your employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

6. Independence and Risk Policies

We draw your attention to our independence and risk policies that apply to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply

with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.

8. Staff Manual

You are requested to familiarize yourself with the Company's staff manual on joining and you are required, at all times, to abide by the staff manual as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below. The terms of the staff manual shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

D Termination

1. Without Cause

- 1.1 During the Probation Period, the Company may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon sixty (60) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the sixty (60) days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation
- 1.3 In case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken

1.4 With the exception as laid out in Paragraph D.1.3 above, you shall not be entitled to any leave while serving your notice period under this Agreement..

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:

(i) found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or

(ii) found to have engaged in any other act or omission, inconsistent with your duties; or

(iii) found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;

(iv) convicted of any criminal offence; or,

(v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the staff manual..

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document..

2.3 Provisional Offer

This offer is subject to the successful completion of the academic course which you are currently pursuing..

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated

3. Leave Beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before **10-Jun-2021**, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,
for **KPMG Global Services Private Limited**

Indrani Ghoshal
Director– Human Resources

I am pleased to accept the offer contained above.



ISHA .

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm’s clients. They are ‘ **Member of the Firm** ’ and ‘ **Covered Person** ’ . As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

‘Member of the Firm’ - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This

includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term ‘Member of the Firm’ also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

‘Covered Person’ - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm’s **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors’ report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **‘ office ’** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term ‘Covered Person’ also includes immediate family members, as explained in the section titled ‘When Is My Family Subject to the Rules?’ The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **‘ immediate family members ’** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your **‘ close family members ’** — immediate family members plus your non-dependent parents,

non-dependent children and siblings—are also subject to the independence rules. A close family member’s employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm’s independence.

What Kinds of Investments Are Prohibited For a ‘Member of the Firm’?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm’s independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

ANNEXURE-1**INDICATIVE COMPENSATION PLAN****ISHA .****Associate Consultant****Gurgaon**

Compensation Category	Monthly (in INR)	Annual (in INR)
Basic Salary (a)	29167	350000
Flexible Compensation (b)	25667	308000
Employer Contribution to Provident Fund (c)	3500	42000
Total Cost to Company (a+b+c)	58334	700000

- The above is an indicative break-up of the components
- Employee contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Company in the regard.
- Equal amount of PF will be deducted from the Cost to the Company as Employee contribution to Provident Fund
- Gratuity will be governed by the Payment of Gratuity Act
- Gratuity and Insurance Premium do not feature in the payslip.
- You will be eligible for increment as per the Company Policy only if your joining date is on or before March 31 for the current calendar year
- You will be eligible for performance bonus as per the Company Policy if your joining date is on or before June 30 for the current calendar year
- Performance Bonus will be payable only subject to your being on the payroll of the Company and not serving notice at the time of disbursement.
- Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.
- Flexible compensation needs to be allocated every year basis the components published by the Company
- Any statutory deduction shall be made as per applicable laws

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of INR 300000

Group Personal Accident Insurance: You are covered to the extent of INR 6000000

Group Term Life Insurance: You are insured to the extent of INR 1500000

Group Term Life in Lieu of EDLI Policy: Covered

On your joining the Company you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.

ANNEXURE 2

Compensation Structure						
Fixed Components / Mandatory Components:						
		Associate Consultant				
A	Basic Salary	50% of 'Cost to Co.'				
B	Provident Fund	12% of basic will be deducted from the basic as the employee's contribution towards PF. An equivalent amount (12% of Basic) will be deducted as the employer's contribution from the balance.				
The balance of 'Cost to Co.' can be structured using the following options:						
		Associate Consultant				
C1	House Rent Allowance	✓				
<p>If an employee wants to avail house rent allowance, the employee should ensure the compliance of the following:</p> <ol style="list-style-type: none"> 1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act. 2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed. 3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law) 4. The address of the employee given to the Firm and as per the lease deed should be the same. 5. Monthly Rent Paid: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Rent Paid</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td>More than or equal to Rs. 20,000/-</td> <td> <ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. In case of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord <p style="text-align: center;">All above three are mandatory to be mentioned</p> </td> </tr> </tbody> </table>			Rent Paid	Requirement	More than or equal to Rs. 20,000/-	<ol style="list-style-type: none"> 1. Cheque no., cheque date along with Bank Name 2. In case of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. 3. PAN of landlord <p style="text-align: center;">All above three are mandatory to be mentioned</p>
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		on rent receipts.
		Associate Consultant
C2	Car Lease Rentals/Insurance	X
	-	
		Associate Consultant
C3	Andriod / iPhone Handset reimbursement	X
	-	
		Associate Consultant
C4	Car Reimbursements	X
	Fuel	NA
	Maintenance	NA
	(Maintenance to include services,repairs,parking charges, toll tax, Car accessories & driver salary is not allowed)	
		Associate Consultant
C5	Medical Expenses	✓
	Exemption as per IT Rules Reimbursement payable prorated on production of original medical bills. Maximum reimbursable limited to Rs 15,000 p.a. Available for employee, spouse and dependents. For more details, please refer CTC reimbursement policy under Expense Policies	
		Associate Consultant
C6	Leave Travel Allowance	✓
	Exemption as per IT Rules. Appropriate proof (Original tickets in case of Rail journey; Original ticket and boarding passes in case of Air-Travel) along with payment proof to be submitted. During the period of LTA, the employee needs to be on approved leaves. (For more details, please refer CTC reimbursement policy under Expense Policies)	

		Associate Consultant
C7	Children's Education Allowance	✓
	Exemption as per IT Rules.	
		Associate Consultant
C8	Expenses in pursuit of Education	✓
	Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.	
		Associate Consultant
C9	Transport Allowance	✓
	To meet expenditure for the purpose of commuting between the place of residence and office, an amount not exceeding Rs 1,600 p.m. (Rs 19,200 p.a.) Employees availing Car Options C2 are not eligible	
		Associate Consultant
C10	Home landline/ Mobile bill reimbursements	✓
	Rs 15,000/- p.a.	
	Bills inclusive of all taxes including service tax. The landline / mobile bill has to in employee's name in order to get the benefit. (Prepaid is not allowed) (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Associate Consultant
C11	Meal Vouchers	✓
	Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees, in the monthly denominations of Rs 500/-, Rs 1000/- or Rs 1250/-	
		Associate Consultant
C12	Purchase of computer at home	✓
	Rs 33,333/- p.a. for all employees and for 36 months only (Device cost for Rs 1,00,000/-). (For more details, please refer CTC reimbursement policy under Expense Policies)	
		Associate Consultant
C13	Flight Upgrade	X
	-	

Offer electronically accepted by: ., ISHA
Offer electronically accepted on: Jun 7, 2021 5:38 PM
Offer electronically accepted from: 202.14.121.142



Date: **04 Mar 2024**

Ref No: **K12LETTER/06774/18-19**

LETTER OF APPOINTMENT

This Letter of Appointment (**Hereinafter referred as “LOA”**) is entered into on **04 Mar 2024** by and between **K12 Techno Services Pvt. Ltd. (“Employer”)** having its registered office at No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India and **Jahnvi Dave (“The Employee”)** bearing employee code no. **20240000269** Residing At **Mumbai**

- A. WHEREAS the Employee desires to be employed by the Employer and the Employer has agreed to employ the Employee on the terms and conditions contained herein.
- B. This LOA shall be effective as of the first day of Employee’s employment with the Employer.
- C. NOW, therefore, this LOA witnesses that in consideration of the mutual covenants contained therein it is hereby agreed by and between the Parties as under.
- D. The term “Parties” refers to the Employer and the Employee collectively, and the term “Party” refers to either of them.

1. Employment

- 1.1. The Employer hereby employs the Employee as **Trainer - COE**. The Employee hereby accepts such employment, subject to the terms and conditions set forth herein.

2. Work Schedule

- 2.1. The official working days shall be **Monday to Saturday**
- 2.2. Week Offs will be given on **Second and Fourth Saturdays**
- 2.3. The Employee shall work at other times apart from what is stated in clause 2.1 and 2.2 as and when required by the Employer.
- 2.4. The Employee may have to travel at the request of the Employer
- 2.5. The Employee will, initially be posted at **Mumbai**. However, the Employee’s services shall be transferable to any place in the Country or to any associates/ sister concerns or subsidiaries of the Employer, at the discretion of the Employer.

3. Duties and Operations

- 3.1. During the term of this LOA, the Employee shall devote his/her entire efforts and time to the business and affairs of the Employer and shall not, without the prior written consent of the Employer, be engaged, concerned or otherwise interested either directly or indirectly in any other business that interfere with his employment pursuant to this LOA. The Employee shall not be entitled to take any other employment other than that of the Employer. The Employee shall further not engage in any form of consultancy, part time employment, tuitions etc.
- 3.2. The Employee shall be fully aware of and comply with the applicable laws and regulations in performing his/ her services for the Employer and shall always seek to protect and enhance the best interests of the Employer in executing his/ her duties.
- 3.3. During the term of this LOA, the Employee shall ensure compliance familiarization and compliance with all the Employer's policies, rules and regulations, which are being implemented by the Employer
- 3.4. The Human Resource Policies and the Policies of the Employer are subject to change at the discretion of the Employer's Management and the Employee shall abide by the changes made to the said Policies without any demur.

4. Remuneration

- 4.1. The CTC, to be paid by the Employer in consideration for the services by the Employee hereunder shall be **INR 5,49,996.00/- per annum** over twelve (12) months, payable in accordance with the Employers normal payroll procedures.
- 4.2. The said remuneration shall be subject to such applicable taxes and as may be required or permitted by the laws in India. The remuneration shall be reviewed as per the policy of the Employer from time to time.
- 4.3. The Employee shall have joined the employment with Employer on or before 30th September to be eligible for the Performance Appraisal Cycle.

5. Variable Performance Bonus

Variable performance bonus, if applicable, shall be as per details mentioned in the Appendix to Letter of Appointment.

6. Income Tax

The Employee is responsible for submission of all the required personal income tax returns and will be liable for all personal tax in accordance to the prevailing laws in India

7. Benefits

7.1. Maternity Benefit

- 7.1.1. Every Employee of the Employer who is a Woman shall be entitled to Maternity Benefit as per the prevailing maternity policy of the Employer, if such an Employee who is a Woman has completed a minimum of one year's service with the Employer.
- 7.1.2. Such an Employee who is a Woman shall be entitled to 6 months basic salary. The said salary payable for the maternity period shall be paid within a period of two (2) months from the date on which the Employee rejoins her employment with the Employer

7.2. Holidays

The Employee shall be entitled to the following leaves:

- a. The Employee shall be entitled to Public Holidays as communicated yearly by the Company, and shall also be entitled to casual leave as per prevailing Company Policy.
- b. The Employee is entitled to Twenty One (21) days of Casual Leave as per the policy of the Employer. However, the Employee shall be entitled to avail only 3 Casual Leave during the first Six months of his/her employment.
- c. The Leave year shall be from 26th May to 25th May. However, the Employee is not entitled to carry forward any leaves to the next Leave year.
- d. The Employee shall not be entitled to any salary in lieu of any unclaimed Holidays.
- e.

8. Probation

- 8.1. The Employee shall serve a probation period of **06 months** that will be effective from the date he/she commences duty. The Employer reserves the right to extend the probation period if necessary based on the performance of the Employee. Any extension of the probation period will be confirmed in writing. On completion of 06 months or the extended probation period, the Employee shall be deemed as confirmed.

9. Performance Improvement Program

- 9.1. The Employee shall be put on a Performance Improvement Program in the event the Employer believes that the performance of the Employee is not satisfactory.

The Employer shall give the Employee **30** days time to improve his/ her performance. In the event the Employer feels that there is no improvement in the performance level of the Employee, even after the lapse of **30** days, the Employer shall at its discretion have the right to terminate the employment of the Employee. The period of the Performance Improvement Program shall coincide and shall be concurrent with the notice period to be served by the Employee under Clause 15.3 and 15.4.

10. Code of Conduct

The Employee shall observe the following Code of Conduct prescribed by the Employer:

No Employee shall:

- 10.1. knowingly or wilfully neglect his/her duties;
- 10.2. propagate communal or sectarian outlook, or incite or indulge in communal or sectarian activity;
- 10.3. discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them;
- 10.4. indulge in, or encourage any form of malpractice of the Employer's organisation.
- 10.5. while being present in the Employer's organisation, absent himself/herself (except with the previous permission of the reporting manager of the Employee) from the duties he/she needs to perform;
- 10.6. remain absent from the Employer's organisation, without leave or without the previous permission of the reporting manager of the Employee: provided that where such absence without leave or without the previous permission of the reporting manager of the Employee is due to reasons beyond the control of the employee, it shall not be deemed to be a breach of the Code of Conduct, if, on return to duty, the employee has applied for and obtained, ipso facto, the necessary sanction for the leave;
- 10.7. engage himself/herself as a selling agent or canvasser for any publishing firm or trader;
- 10.8. ask for or accept (except with the previous sanction of the Management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever;
- 10.9. enter into any monetary transactions with any Persons in any manner associated with the Employer; nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his means to repay;



- 10.10. he/she shall not engage in any activity which would amount to an offence under the Prevention of Children from Sexual Offences Act, 2002 and/ or the Rules framed there under;
- 10.11. accept or permit any member of his/her family or any other Person acting on his/her behalf to accept any gift from any Persons associated with the Employer in any manner whatsoever, or any Person with whom he/she has come into contact by virtue of his/her position with the Employer's organisation.
- 10.12. The Employee will not make any public statement (whether written or oral) to the media, or otherwise, either within the territory of India or outside, relating to the affairs of the Employer without the prior written consent of the Employer.
- 10.13. The Employee shall be punctual in attendance and shall abide by the rules and regulations of the Employer and also show due respect to the constituted authority.

11. Employment Intellectual Property and Confidential Information

The Employee agrees to abide by the terms of the Non- Disclosure Agreement set out in **Annexure II** herein below.

12. Medical Examination

Medical certificate of fitness from a reputed registered medical practitioner shall be submitted to the Employer prior to his/her employment to evidence that the Employee is fit for employment with the Employer

13. Return of Employer's Property/ Handover

13.1. The Employee shall promptly whenever requested by the Employer, and in any event upon the termination of his/ her Employment with the Employer, deliver to the Employer, all the properties that belong to the Employer. The Employee shall also promptly make his/ her handover for the concerned team members.

14. Representations and Warranties of the Employee:

The Employee hereby represents and warrant to the Employer that the Employee:

- 14.1. is not subject to any written non-solicitation or non-competition agreement affecting the Employee's employment with the Employer;
- 14.2. is not subject to any written confidentiality or non-use/non-disclosure agreement affecting the Employee's employment with the Employer;
- 14.3. has not brought to the Employer any trade secrets, confidential information, documents, or other personal property that does not belong to Employee;

- 14.4. has not been tried and/ or accused and/ or convicted of any offence which may be construed as an offence under the laws prevailing in force in India; The Employee shall accordingly provide to the Employer a police verification report within one month of the date of commencement of the employment of the Employee.
- 14.5. the Employee has not been accused of an offence which constitutes sexual harassment at workplace;
- 14.6. the Employee is not a paedophile and has not been accused of an offence of such a nature.

15. Termination

- 15.1. The Employee understands that he / she is in a position of influence by virtue of the designation afforded to the Employee. The Employee undertakes not to terminate and/ or resign from his/ her employment prior to the completion of the end of the academic year. The Employee understands that the termination and/or resignation of employment by herself/ himself would adversely affect and would be detrimental to the Employer and as such being in continuous employment with the Employer will be of utmost necessity.
- 15.2. The Employer may terminate this LOA at any time during the Employment, with no notice, upon the occurrence of any material breach of this LOA or the occurrence of any misconduct by the Employee, as a result of violation of the code of conduct prescribed by the Employer or as a result of any material violation of any policies and regulations of the Employer.
- 15.3. The Employer shall terminate the employment of the Employee upon granting a notice period for a period of **30 days**. Notwithstanding anything contained herein, in the event the Employee terminates their employment with the Employer, the Employer shall have the discretion to decide the notice period, which shall in no event be more than thirty (30) days and accordingly the Employee shall be paid the remuneration for the number of days of notice period served by the Employee. In the event the Employee does not serve the Notice Period for a period of **30 days**, the Employee shall be liable to pay **30 days** salary in lieu of the Notice Period. This payment of **30 days** salary in lieu of Notice Period shall be inclusive of all allowances including but not limited to the Variable performance bonus component that the Employee receives from the Employer.
- 15.4. Notwithstanding anything contained herein above, it is clarified that the notice period mentioned in clause 15.3 shall be inclusive of the duration of the Performance Improvement Program as detailed in Clause 9. If the Employee is recommended for the Performance Improvement Program, the Employee, depending upon whether the Employee has completed the Performance

Improvement Program to the due satisfaction of the Employer or not, the Employee will either be permitted to continue his/her employment with the Employer and/or the Employee's employment with the Employer shall be terminated. This shall be at the sole discretion of the Employer.

15.5. **Retirement**- Subject to the discretion of the Employer the Employee may retire from the services of the on the last day of the calendar month in which the Employee attains the age of 58 years.

15.6. The Employer shall be entitled to terminate the employment of the Employee with immediate effect without there being any notice period and/or any payment in lieu of notice period if the employee has committed any of the below ("**Cause**"):

15.6.1. non- performance of the duties assigned to it by the Employer to the satisfaction of the Employer ; negligence in performing the duties as prescribed by the Employer from time to time;

15.6.2. Breach of the Code of Conduct prescribed by the Employer from time to time.

15.6.3. Misconducts including fraud, theft, or gross malfeasance on the part of the Employee, conduct of a criminal nature, conduct involving moral turpitude, embezzlement or misappropriation of assets of the Employer, anti-bribery such conduct being inconsistent with the due and faithful discharge of the Employee's duties and where such a misconduct has been proven to be so grave in nature that it is irreparable; if the employee commits any of the act mentioned under this Clause 15.6.3, the Employee shall be liable to pay damages to the Employer which shall amount to the remuneration paid to the Employee by the Employer through the period of the employment of the Employee with the Employer along with interest at the rate of 18% per annum. It is clarified that the Employer shall also be entitled to take any other action against the Employee in accordance with the law apart from claiming damages as mentioned herein above.

15.6.4. any wilful act or omission on the part of the Employee that has had, or could have had, in the reasonable opinion of the Employer, a material adverse effect on the activity performed by the Employer or the reputation of the Employer and / or any subsidy of the Employer;

15.6.5. wilful failure/ negligence on part of the Employee to perform his functions and duties as prescribed by the Employer;

15.6.6. repeated violation by the Employee of any of the work rules or policies of the Employer, including breach of standards adopted by the Employer

governing behaviour and conduct, professional independence or conflict of interest, after written notice of such violation and reasonable opportunity to be heard having been given to him by the board of directors; and

15.6.7. Any material breach by the Employee of the provisions of this Agreement, and such material breach or failure not having being remedied within 15 (fifteen) days of notice in writing thereof being given to the Employee.

15.7. The employment shall be terminated automatically in case of death of the Employee.

16. Non- Compete and Non- Solicitation

16.1. In consideration of the remuneration and benefits given by the Employer hereunder and in view of his/ her position with the Employer that would enable him/ her to get access to the trade secrets and other confidential information of the Employer, the Employees hereby explicitly agrees and commits as follows:

16.1.1. That the Employee shall not attempt in any manner to solicit from any of the Employer's client business of the type performed by the Employer or to persuade any client to cease to do business or to reduce the amount of business which any client has customarily done or contemplates doing with the Employer or any of its subsidiary, whether or not the relationship with the Employer and such client was originally established in whole or part through the Employee's efforts;

16.1.2. That the Employee shall not attempt to employ, or assist anyone else to employ any person who is employed by the Employer or any of its affiliates and subsidiary;

16.1.3. That the Employee shall not any time, disclose to anyone any confidential information or trade secrets of the Employer or any client of the Employer or utilize such confidential information or trade secrets for Employee's own benefit, or for the benefit of any third party; or

16.1.4. That the Employee shall not remove from the Employer or make copies of all memoranda, notes, records, computer diskettes/ files, or other documents compiled by the Employee or made available to the Employee during the employment concerning the business of the Employer and/or its clients.

16.1.5. Subject to the previous written consent and approval of the Employer, the Employee shall not be employed with any Competitor of the Employer for a period of 18 months from the date of termination of his/her employment with the Employer.



17. Processing of Personal Information

The Employee specifically agrees that the Employer and/ or any of its affiliates and/ or subsidiaries may collect, use, process by computer or other means, transmit domestically and internationally, the Employee's personal data for all business and other legitimate purposes

18. Contact Details

The Employee must keep the Employer informed about Employee's latest contact telephone, e-mail address and residential address.

19. Restrictions on Acceptance of Interest

During the employment with the Employer, the Employee may not directly or indirectly receive or attempt to obtain from any organisation, vendor, associate or a person having or intending to establish business relations with the Employer such benefits as compensation, money, gifts, commission or entertainment.

20. Restrictions on Conflict of Interest

The Employee shall not, directly or indirectly, hold any significant financial interest, in the form of, such as, but not limited to, loan and borrowing, in an organisation having or intending to establish business relations with the Employer, or in competition with the Employer, without the prior written consent of the Employer.

21. Reference Checks and Background Verifications

The Employment of the Employee with the Employer shall be subject to satisfactory fulfilment of the reference checks and background verification by the Employer. The Employee herewith gives his/her unequivocal consent for the same.

22. Policies, Procedures and Standard of Conduct

22.1. As the Employee of the Employer, all Employees are required to comply with "HR Policy", "Employee Handbook" as well as the "Sexual Harassment Policy" which has been given to the Employee along with this LOA and the Employee shall acknowledge the same.

22.2. The Employees, during the working hours, shall refrain from consuming tobacco, alcohol, narcotics and/ or any other form of substance abuse.



22.3. The Employees are prohibited from consuming alcohol or tobacco or any other form of narcotics or any other form of substance abuse within the premises of the Employer, its subsidiary, sister concerns or group, and/or at its client locations, at any time whatsoever.

23. Free Will and No Undue Influence

23.1. The Employee has entered into this LOA and all annexures out of his/ her free will and consent with no undue influence and/ or coercion in any manner whatsoever.

23.2. The Employee understands that the terms mentioned in this LOA are due to the position of power that the Employee enjoys under this Agreement.

23.3. The Employee understands that being employed with the Employer, the Employee has certain responsibilities and thus the terms of this LOA are a reflection of the Employee's position with the Employer.

24. Sexual Harassment Cell

The Employer has a zero-tolerance policy towards sexual harassment at its work place. Any Employee having faced any instance of sexual harassment while in employment with the Employer by another Employee shall communicate the same to the sexual harassment cell as constituted by the as per the Sexual Harassment Policy of the Employer.

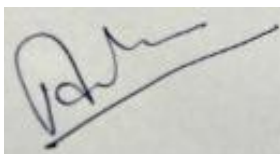
25. Governing Law

This LOA shall be governed by the laws of India and the courts of **Bangalore** shall have jurisdiction to try and entertain any dispute that may arise between the Parties to this LOA.

IN WITNESS WHEREOF, the Parties hereto have carefully read and fully understood the contents of this LOA and have executed this LOA as of the day and year first above written.

For and on behalf of K12 Techno Services Pvt. Ltd.

Agreed and Accepted by:



Arvind Kumar
Head - HR
Date: 04 Mar 2024

Employee: (Jahnvi Dave)
Date: 04 Mar 2024

Annexure - I

Name:	Jahnvi Dave	Code: 20240000269
Components	Monthly Working s(Rs.)	Annual Working (Rs.)
Salary & Allowances (A)		
Basic	21,426.00	2,57,112.00
House Rent Allowance	12,856.00	1,54,272.00
Conveyance Allowance	7,820.00	93,840.00
Medical Allowance	750.00	9,000.00
Statutory Bonus	0.00	0.00
Total Gross (A)	42,852.00	5,14,224.00
Deductions		
Employee contribution to PF	1,800.00	21,600.00
Employee contribution to ESIC	0.00	0.00
Profession Tax	200.00	2,500.00
Total Deductions	2,000.00	24,100.00
Net Salary	40,852.00	4,90,124.00
Additional Benefits (B)		
Employer PF Contribution	1,950.00	23,400.00
Employer ESIC Contribution	0.00	0.00
Medical Insurance cost	0.00	0.00
Gratuity	1,031.00	12,372.00
Total (B)	2,981.00	35,772.00
Cost To Employer (A+B)	45,833.00	5,49,996.00
For K12 Techno Services Pvt. Ltd.		

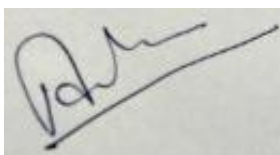
Performance based maximum Annual Variable incentive: INR 0.00

You will be eligible for a joining a joining bonus of 0.00

as per your offer payable

For and on behalf of K12 Techno Services Pvt. Ltd.

Agreed and Accepted by:



Signatory: Arvind Kumar
Head - HR
Date: 04 Mar 2024

Employee: (Jahnvi Dave)
Date: 04 Mar 2024

NON-DISCLOSURE AGREEMENT

This NON-DISCLOSURE AGREEMENT (the “**Agreement**”) is executed at Mumbai (Place) as on **04 Mar 2024** (“**Effective Date**”), **between**

Mr. / Ms. **Jahnvi Dave (Employee Name)**, Age 21.06, S/o or D/o Mr. Satish Dave, R/o Mumbai (hereinafter referred to as the “**Employee**”), which expression shall unless repugnant to the context and meaning thereof, include its successors, administrators, representatives and permitted assigns) of the **ONE PART**;

AND

K12 Techno Services Pvt. Ltd. having its registered office at Yeshwanthpur, Bangalore-560022 (hereinafter referred to as the “**Employer**”, which expression shall unless repugnant to the context and meaning thereof, include its successors, administrators, representatives and permitted assigns) of the **OTHER PART**.

The Employee and the Employer shall hereinafter be individually referred to as a “**Party**” and collectively as “**Parties**”, as the context may require.

WHEREAS:

Tel: +91- 9036017100 | Email: info@k12technoservices.com | Web: www.k12technoservices.com
Regd. Office: No. 60/1 1st Main Road, Industrial Suburb, 2nd Stage ~~Yeshwanthpur~~ under survey No. 60/1 and Ward 42- ~~Laxmidevinagar~~, Bengaluru, Karnataka- 560022
CIN : U80101KA2010PTC072102

- A. The Employee is an employee of the Employer and by virtue of being an employee, is provided access to confidential and proprietary information of the Employer;
- B. The Employee may conceive and contribute to the development of intellectual property, Confidential information & proprietary information of the Employer during the course of his/her employment with the Employer and for the discharge of the Employee's obligations set forth in the employment agreement executed by the Employee with the Employer;
- C. The Parties wish to enter into this Agreement to set forth the terms relating to confidentiality obligations and ownership of intellectual property rights in information shared with the Employee.

In consideration of the commencement of Employee's employment with Employer and the compensation paid, Employee and Employer agree as follows:

NOW, THEREFORE, the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement (including in the recitals herein above or schedules hereto), the following words and expressions shall have, where the context so permits, the following meaning ascribed to them:

- 1.1. **"Confidential Information"** shall mean and includes information which is confidential including Proprietary Information and other information related to the business of the Employer, its affiliates or any third parties with which the Employer associates, whether or not such information is expressly marked or designated as confidential information and includes but is not limited to:
 - 1.1.1. Confidential information the Employee may create during his/her employment with the Employer
 - 1.1.2. information of value or significance to the Employer or its competitors (including potential competitors) such as:
 - i. data of or about the Employer or its vendors, customers, employees, advisors, mentors, service providers or consultants, in particular, contact information and sales information;

- ii. data about Employer's compliance with applicable law including data about licenses, permissions, approvals, permissions or consents applied for, requested by, granted to or denied to the Employer or its promoters;
- iii. data about all filings and official submissions made by the Employer to governmental authorities and the content of the discussion and communication by the Employer with such authorities;
- iv. data related to the Employer's business, its existing and upcoming products, services, business strategy, terms of engagement with its vendors or customers, pricing data, business plans;
- v. any data, documents, sketches, designs, plans, drawings, photographs, reports, communication, technical information, information about Intellectual Property Rights, user information, compilation, subscription details, asset information, know-how, research and development, internal policies;
- vi. any information related to the Employer's technology, software, hardware, code, design, business strategy, business plan, internal systems, business architecture;
- vii. financial data, in particular, concerning budgets, fees and revenue calculations, sales figures, financial statements, profit expectations and inventories of the Employer;
- viii. training data, particularly documents, videos, processes, multimedia files, presentations and any such training resources that the Employee gains access to during his association with the Employer;
- ix. security information (including passwords, login credentials) used to access any resource owned or operated by the Employer, its affiliates, clients or third party agents;
- x. client or user data, user credits, user analytics, user preferences, feedback information;

1.1.3. any information which may be reasonably understood by its nature, or by the context of its disclosure, to be confidential; and

1.1.4. any information derived from any of the above-mentioned information; and

- 1.1.5. original information supplied by the Employer or information provided to the Employer by third parties which the Employer is obligated to keep confidential.
- 1.2. **“Intellectual Property Rights”** means and includes, without limitation, any inventions, ideas, discovery, development, improvement or innovation, whether or not recorded in any medium, and intellectual property rights such as (but not limited to) patents, utility, models, petty patents, rights to inventions, copyright and related rights, trademark, trade names and domain names, rights in get- up, rights in goodwill or to sue for passing- off, unfair competition rights, rights in designs, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewal or extensions of, such rights and all similar or equivalent rights or forms of protection which subsists now or in the future in India and any part of the world.
- 1.3. **“Employer Intellectual Property”** means any Intellectual Property Rights and/or Proprietary Information created, conceived, developed, improved upon or contributed to by the Employee during the course of Employment.
- 1.4. **“Proprietary Information”** means and includes, but is not limited to, Employer Intellectual Property information about software programs, designs, source code, object code, code and code objects, algorithms, trade secrets, formulae, designs, know-how, domain names, processes, applications, data, ideas, techniques, documents, notes, presentations, works of authorship, business plans, customer lists, user information, vendor data, customer data, operational data, terms of compensation and performance levels of employees, and other information concerning the actual or anticipated business, research or development, prices and pricing structures, marketing and sales information, competitive analysis, and any information and materials relating thereto, or which is received in confidence by or for the Employer or its Affiliates from any other person, whether or not it is in written or permanent form.
- 1.5. All the work assignment, task, day to day activities and any other duties performed by the employee as part of his/her obligations to the Employer shall constitute Confidential Information, Proprietary Information and Employer Intellectual Property.

2. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

- 2.1. The Employee agrees and acknowledges that during the term of his employment with the Employer (“**Employment**”), the Employee shall have access to Confidential Information and Employee shall also be responsible for creation of Confidential Information and Proprietary Information through oral, visual, electronic or written means, solely by virtue of the Employment and for the purpose of enabling the Employee to discharge his obligations towards the Employer as an employee. The provision of access to Confidential Information to the Employee shall be at the discretion of the Employer.
- 2.2. The Employee understands and acknowledges that the Confidential Information is of immense value to the Employer and its Affiliates and/or its present, past or prospective clients. The Employee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Employer and its Affiliates and its reputation and hence undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Employer and only during the term of his Employment and shall continue to maintain it post termination of his/her Employment with the Employer.
- 2.3. The Employee agrees and undertakes that at all times during the term of his Employment and thereafter on termination of his Employment for whatever reason to hold in the strictest confidence, and not to use, except for the benefit of the Employer and its Affiliates, and absolutely refrain from in any manner divulging, discussing, disclosing the Confidential Information to any third party or in any manner directly or indirectly using the Confidential Information without the written authorisation of the Employer.
- 2.4. The Employee recognises that the Employer and its Affiliates have received and in the future will receive from third parties, information that would be confidential and proprietary in nature to such third parties, during the course of his Employment. The Employee agrees to hold all such third party information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out his work for the Employer consistent with the Employer’s agreement with such third party.
- 2.5. The Employee further undertakes not to make copies of such Confidential Information except as specifically authorised by the Employer and nor will Employee make use of any Confidential Information for Employee’s own purposes or the benefit of anyone other than Employer. At no point shall the Employee take screenshots of Confidential Information either from email, Whatsapp, SMS or any other electronic form and circulate such screenshots for Employee’s own purposes or the benefit of anyone other than Employer.

- 2.6. Nothing contained in this Agreement shall be construed as granting or conferring any rights either as a license or otherwise in the Confidential Information. The Employee shall not claim or represent to hold any interest by way of ownership, assignment or otherwise in the Confidential Information and shall at all times acknowledge that the Confidential Information solely belongs to the Employer.
- 2.7. The Employee shall, upon termination of the Employment, promptly return to the Employer all Confidential Information including all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. The Employee will also return to Employer all equipment, files, software programs and other personal property belonging to Employer. The Employee shall promptly certify in writing its compliance with the preceding sentence
- 2.8. The confidentiality obligations of the Employee as contained herein with respect to any Confidential Information shall be in effect during the term of this Agreement and shall survive the termination of this Agreement.
- 2.9. All Confidential Information (including, without limitation, all copies, extracts and portions thereof) is and remains the sole property of the Employer or of the relevant portfolio Employer in relation to which it pertains. The Employee does not acquire (by license or otherwise, whether express or implied) any Intellectual Property Rights or other rights under this Agreement or any disclosure hereunder, except the limited right to use such Confidential Information in accordance with the express provisions of this Agreement.

3. INTELLECTUAL PROPERTY RIGHTS AND EMPLOYER INTELLECTUAL PROPERTY

- 3.1. The Employer shall retain all rights, title and interest and Intellectual Property Rights in any Employer Intellectual Property created, conceived, developed, contributed to or improved upon by the Employee during the course of his Employment, shall vest with the Employer upon such creation, conception, development, contribution or improvement. Notwithstanding anything to the contrary, no license with respect to Intellectual Property Rights shall be deemed or implied to be granted by the Employer to the Employee in respect of the Employer Intellectual Property.
- 3.2. The Employee shall not reverse-engineer, decompile, or disassemble, modify or copy any methodologies, software or whitepaper article, themes, headlines, or Confidential Information disclosed under this Agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, legend or other notices of ownership from any originals or copies of Confidential Information it receives from the Employer.

- 3.3. To the extent that any rights referred to under Clause 3.1 do not vest with the Employer automatically as per the terms above or through operation of law, the Employee hereby irrevocably and in perpetuity assigns to the Employer all of right, title and interest (including without limitation any and all Intellectual Property Rights), that is now or may be available, in: (a) any and all Employer Intellectual Property; and (b) any and all Proprietary Information that the Employee may have conceived, created, improved upon, developed or contributed to prior to the Effective Date, as part of his association with, contribution to the Employer or its incorporation (including as part of work undertaken for the business of the Employer prior to its incorporation).
- 3.4. The Employee agrees and understands that any and all copyrightable works that are prepared by the Employee, within his scope of service, is “work for hire” under applicable law and the Employer will be considered the first owner of such copyrightable works. To the extent that the Employer is not considered the first owner of the Intellectual Property Rights created by the Employee, the copyright and all related rights, title and interest in all such Employer Intellectual Property is irrevocably assigned by the Employee to the Employer in consideration of the Employment which constitutes valid and adequate consideration. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims under applicable law in respect of ownership of such Employer Intellectual Property.
- 3.5. During the Employment, whatever gets created, developed, modified in the form of any hardware or software design, engineering, hardware code, software code, code and code objects, hardware and software library , schematic, architectural, layout, protocol, model or any Intellectual Property or document in any format by the Employee with or without the assistance or involvement of any other person during the Term using own tools or the Employer’s or its partners/Affiliates’ tools and systems will always be property of the Employer.
- 3.6. The Employee shall do all acts, deeds and things including execution of necessary documents without charge or compensation but at the cost of the Employer for fully and effectively vesting in the Employer the rights in any Intellectual Property Rights as referred to in this Clause 3.
- 3.7. The Employee hereby irrevocably appoints the Employer as his attorney for the purpose of executing in the name and on behalf of the Employee all such deeds and documents as may be required pursuant to this Clause 3.
- 3.8. The Employee represents and warrants that the Employee has not violated and will not violate the Intellectual Property Rights of any third party and agrees not

to violate the Intellectual Property Rights of any third party in the course of Employment.

- 3.9. The Employee acknowledges that the Employment and the remuneration paid by the Employer to the Employee is a good, valuable and adequate consideration, to be bound by the terms and conditions of this Agreement.

4. INDEMNITY AND REMEDIES

- 4.1. Without prejudice to any other right available to the Employer in law or under equity, the Employee shall jointly and severally be liable to compensate and indemnify, defend and hold harmless the Employer, its Affiliates, their directors, officers and employees, from and against losses, liabilities, damages, deficiencies, demands, claims, actions, judgments or causes of action, assessments, interest, penalties and other costs or expenses (including, without limitation, reasonable attorneys' fees and expenses) based upon, arising out of, or in relation to or otherwise in respect of breach of its obligations under this Agreement.
- 4.2. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause Employer irreparable harm, the amount of which may be difficult to ascertain, and therefore the Employee agrees that Employer shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Employer deems appropriate. This right is to be in addition to the remedies otherwise available to Employer.

5. MISCELLANEOUS

- 5.1. This Agreement shall become valid, effective and binding from the Effective Date and shall continue to be valid until terminated by the Employer. The confidentiality obligations and the obligations of the Employee under Clauses 1, 2 and 3 shall survive the termination of this Agreement.
- 5.2. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable by the Employee.
- 5.3. This Agreement shall be governed by the laws of India. The competent courts in Bangalore, Karnataka shall have exclusive jurisdiction over all disputes arising from or relating to this Agreement.
- 5.4. This Agreement along with the letter of appointment/ offer letter (as may be referred to , if any, executed by the Employee with the Employer constitutes the entire agreement of the Parties pertaining to the subject matter of this Agreement and may be modified only by an instrument in writing signed by each Party to this

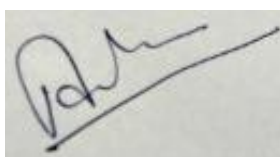
Agreement. This Agreement supersedes any and all prior oral discussions and/or written correspondence or agreements between the Parties in respect of the subject matter.

- 5.5. The failure or delay on the part of one Party to exercise or enforce any rights resulting from this Agreement shall not be a waiver of any such rights, nor shall any single or partial exercise thereof operate so as to bar the later exercise or enforcement thereof.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS THE DAY AND YEAR FIRST INDICATED ABOVE:

Name: **Jahnvi Dave**
Title: **Trainer - COE**

For, **K12 Techno Services Pvt. Ltd.**

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

Name: **Arvind Kumar**
Title: **Head - HR**



Regarding verification of the documents for selection against the post of Lecturer in Finance Account & Audit

1 message

Assistant Admn <admnbranch.dte@gmail.com>

Fri, 20 Jan, 2023 at 4:33 pm

To: TUSHARJAIN2706@gmail.com, SAHILKAKER@gmail.com, BHATTSOURABH1995@gmail.com, SAINISARVJEET111@gmail.com, MGBGURTHALI@gmail.com, MADHURI.RK95@gmail.com, ANSHUAHUJA90@gmail.com, LAURELPASRICHA@gmail.com, BIMLARAIPG@gmail.com, 73578MOYAL@gmail.com, VIVEKJANGID2@yahoo.co.in, NEHACHHILLAR1709@gmail.com

R/Sir/Madam,

As per advertisement no. 11/2021, the Haryana Public Service Commission (HPSC) has recommended you as a candidate against the post of **Lecturer in Finance Account & Audit** in Technical Education Department, Haryana.

In this regard you are requested to appear before the committee in Technical Education Department, Bays No. 7-12, Sector-04, Panchkula on **25.01.2023 at 10:00 AM** for verification of documents. Further you are directed to bring all of your original certificates /degrees attached with your application form alongwith one identity proof preferably Aadhaar Card.

This is for your information and further necessary action please.

Regards

Deputy Director-II (Admn.)
Directorate of Technical Education, Haryana
Bays No. 7-12, Sector-4, Panchkula
PIN-134113.

RU/POL/021/2024/010

26 March 2024

Ms. Aatiriya Lal
aatiriya@gmail.com

SUBJECT: PROVISIONAL OFFER LETTER

Namaste Ms. Aatiriya Lal,

Congratulations!

1. With reference to your application and subsequent interviews we had, we are pleased to offer you the position of **Program Advisor** in **Admission & Marketing** at **Rishihood University**, Sonipat, Haryana.
2. Your total Cost to the University (CTU) will be **INR 384000/-** (Three lac eighty-four thousand rupees only) per annum.
3. This provisional Offer Letter is being issued subject to the condition that the references and antecedents check carried out by you will be satisfactory.
4. An Appointment letter mentioning terms and conditions of your employment and salary breakup shall be shared with you once you assume duties at RU and submit all valid documents.
5. You are required to carry out your duties on **Monday, 01st April 2024**. Please note that should you fail to commence duties by this date, we will withdraw this offer, and you will no longer have a claim to the appointment.

To accept this offer, please sign and return a copy of this letter within four days from the date of issue. You can do this either by post or by email.

We look forward to a mutually rewarding and professionally enriching association with you.

समानी व आकृतिः समाना हृदयानि व । समानमस्तु वो मनो यथा वः सुसहासति ॥ - Rig Veda
May our intentions and aspirations be alike, so that a common objective unifies us all.

For Rishihood University



Vidheeta Mathur
Assistant Registrar – HR

ACCEPTANCE

I, Aatiriya Lal accept the Offer and will join on 01/04/2024



(Aatiriya Lal)

February 10 , 2021

Shatakshi Srivastava

LETTER OF OFFER OF EMPLOYMENT – Shatakshi Srivastava

Dear Shatakshi,

Following our recent discussions, we are delighted to offer you the position of **Analyst** with Innefu Labs Pvt Ltd. Innefu is an Information Security R&D organization with more than eight years domain expertise. We are a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of Innefu team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: **Analyst**

Start date: 15th February, 2021

CTC: INR 3,80,000

Fixed: INR 3,80,000

Please find the details below-

Basic	1,90,000
HRA	95,000
Miscellaneous	95,000
Gross Pay	3,80,000

CIN : U73100DL2010PTC208052

Phone Numbers - + 91-11-27356211, +91-11-47065866; email – info@innefu.com

Regd. Office – A-2/24 Shakti Nagar Ext; Delhi-110 052, (INDIA), Website: www.innefu.com

Corp. Office.–783,7th Floor, Aggarwal Cyber Plaza -II NetajiSubhash Place,Pitampura, Delhi-110034

Hours of work: Monday to Saturday (Alternate Saturdays off) from 9:30 to 18:30 hours

Reporting to: Will be briefed on the day of appointment

Probation: Company has a probation period of three months within which you are not entitled to any benefits including casual leaves. Following the initial probationary period, a progression and performance review will be conducted to clarify or modify this arrangement, as the need may arise.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Poonam Malik

Team- HR

Innefu Labs

With the signature below, I accept this offer for employment.

Name

Date

Human Resources

Registered Office
B6, 7th Floor, Nirlon Knowledge Park,
Goregaon (East), Mumbai – 400063
CIN No: U72900MH2009FTC192938

T +91 22 6175 7999
F +91 22 2653 2215
Email: csll@citi.com

Citicorp Services India Private Limited



12/05/2023

Vibhuti Sharma

C-105 Hari Marg Malviya Nagar

Jaipur, Rajasthan 302017

Dear Vibhuti,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C09
- Location: GURGAON
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)*: 1,750,000

* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, the effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

- a. all policies of Citi (and changes/revisions thereto effected from time to time),
- b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

As a prerequisite for joining the employment, Citi will make confidential reference checks and background verification, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website and/or any third party authorized by Citi for this purpose ("Service Provider") for initiation of the above reference checks and background verification**. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Vibhuti

Human Resources

Registered Office
B6, 7th Floor, Nirlon Knowledge Park,
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CIN No: U72900MH2009FTC192938

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Email:csil@citi.com

Citicorp Services India Private Limited

****not applicable for Citi inter-entity transfers**

You hereby authorize Citi and/or the Service Provider, at any time, to verify any of your information and to conduct reference checks and other enquiries regarding your background, character and personal reputation. In this regard, you further authorize the disclosure of your personal information from Citi to the Service Provider, as may be required and agree to release Citi and its employees from liability on account of such disclosure.

Upon joining, you shall provide Citi with the documents as mentioned in the checklist shared with you over e-mail. You will also be required to declare any indebtedness, personal investments, and your involvement in any litigation and make such other declarations and undertakings that are required as per Citi's policies on joining, and during the course of your employment with Citi.

All intellectual property rights and goodwill generated, as a result of your employment with Citi, shall be for the benefit of and belong to Citi. You hereby unconditionally agree to assign all intellectual property rights of whatever nature that may arise under or in connection with the services you provide whilst in employment with Citi.

You will be eligible for other perquisites, and benefits as applicable and available to employees in your grade from time to time, some of which are mentioned below:

- **Group Medclaim Policy:** Citi has a medical insurance policy for officers of your grade. To become eligible to participate in Citi's medical insurance policy you need to enroll yourself and your family (spouse/ domestic partner and 2 children up-to the age of 25) in the insurance policy. You also have the option of including your parents and parents-in-law subject to certain conditions. Further details about the policy will be available to you upon joining.
- **Group Term Life Insurance Policy:** All employees of Citi are beneficiaries of a Group Term Life Insurance Policy with death coverage benefit, as per its terms, in the event of the employee's death. The premium attributable to you will be entirely borne by Citi. Further details about the Policy will be available to you upon joining.
- **Group Personal Accident Insurance Policy:** All employees of Citi are beneficiaries of a Group Personal Accident Insurance Policy that provides benefit with claims arising out of any accident and/or upon permanent/partial/temporary disability, Loss of Job and many additional covers as per conditions which is defined by the scheme. Further details about the policy will be available to you upon joining.

Your compensation and terms of employment shall be subject to review in accordance with Citi's policies from time to time, at the sole discretion of Citi. Your monthly payments and your benefits shall be subject to deduction of income tax as per prevailing income tax rates and other statutory deductions as may be required, in accordance with applicable legislation in force from time to time.

Termination

- Citi reserves the right to terminate your employment immediately, at any time, in case you are unable to provide all suitable documentation required as a part of the joining process on the date of your joining the services of Citi.
- It is understood that this employment is being offered to you on the basis of the particulars submitted by you to Citi. However, if at any time, it should emerge that the particulars provided by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this Offer will be considered ineffective and would be liable to be terminated by Citi.

Vibhush D

Human Resources

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Email: csil@citi.com



Citicorp Services India Private Limited

- Your employment may be terminated by either you, or by Citi. To so terminate, either party shall be required to give the other, **ninety (90) calendar days** written notice in advance of termination, or pay to the other the Monthly or prorated Payments in lieu of such notice period, though upon a termination of employment by you, you accept that Citi at its discretion, can require you to continue in service during the period of notice and need not necessarily accept Monthly Payments in lieu of notice from you. It is clarified that upon a termination of employment by you, and you are not required by Citi to continue in service, Citi is not obliged to make any Monthly Payments to you in lieu.
- Citi reserves the right to terminate your employment immediately, at any time, without making any Payments to you in lieu of notice, in case:
 - You are guilty of dishonesty, or serious or persistent misconduct, temporary/long absence from work without previous approval, absence from work citing wrong/false reasons or, you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe Citi's business, disciplinary and ethical code, guidelines and policies.
 - You absent yourself from the services of Citi without prior approval, or overstay sanctioned leave by fifteen consecutive days without prior intimation and approval, as you will be deemed to have abandoned service voluntarily.
 - If the outcome of background verification** is found unsatisfactory.

**not applicable for Citi inter-entity transfers

- Upon termination of this employment, you shall immediately return all Citi property in your possession to Citi. You will be relieved from services only after satisfactory hand-over of responsibilities, settlement of outstanding dues and service of notice period, and subject to any specific conditions mandated by relevant circumstances at the time.

Retirement

You shall retire from the services of Citi upon completion of 60 years of age.

Consent for Purpose of Collection

Without prejudice to the foregoing, you agree that any personal data provided by you or on your behalf to Citi from time to time prior to or in course of your employment with any Citi entity (if employment is subsequently offered to you) as well as all other personal data related to you will be used/ disclosed by Citi for legitimate purposes:

- To comply with any obligation imposed under any contract, law and/or regulation.
- Monitoring your financial transactions in all or any accounts held with Citi.
- Retention / preservation of your employment records with Citi for an indefinite period.
- Sharing of all or any of your details with any person, if any event or situation warrants such disclosure

Governing Law

Your employment (including these terms) shall be governed by and construed in accordance with the laws of India.

Vibhush D

Human Resources
Registered Office
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Email:csil@citi.com

Citicorp Services India Private Limited



Statutory Benefits

The statutory benefits available to eligible employees in accordance with the provisions laid down under the Employee's Compensation Act, the Maternity Benefits Act, Employees' State Insurance Act and/or any statutory modification or re-enactment thereof for the time being in force would be applicable basis the specific criteria laid down under the respective Acts from time to time.

These terms, and your employment with Citi, is contingent upon your confirming written acceptance of the above terms and conditions of Citi within ten days of receipt of this letter by you on the duplicate copy of this letter and your joining us on or before a mutually agreed date.

This offer letter shall stand revoked in case you (the candidate) fail to join within a week (7 calendar days) of the agreed date, as agreed with your HRG in writing. Also in such an event your candidature shall be barred from being considered for any future openings in Citi.

We wish you an enjoyable and rewarding association with us.

Sincerely,

Pooja Gaikwad
Vice President
Human Resources
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Vibhuti Sharma
{Candidate Signature Date} 12th May 2023
signHere1

Vibhuti

Human Resources
Registered Office
B6, 7th Floor, Nirlon Knowledge Park,
Goregaon (East), Mumbai – 400063
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Citigroup Services India Private Limited



Annexure

Compensation (INR)

Grade/ C Level	C09
Basic Salary	552,021
Special Allowance	667,170
Meal Allowance	36,000
**Car Allowance	0
HRA	276,011
LTA	46,002
TC less LPA (a)	1,577,204
*LPA Amount (b)	80,000
Other Cash Components (c)	0
Total Cash (a+b+c)	1,657,204
***Provident Fund – 12%	66,243
****Gratuity – 4.81%	26,553
*****Superannuation – 13%	0
Retirals:Overall (d)	92,796
CTC (a+b+c+d)	1,750,000
Sign-On Bonus	0
Notice Period Buy Out	0

Vibhu S

Human Resources

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**Citicorp Services India Private Limited****Discretionary Incentive Award**

In addition to your base salary, you may be eligible to be considered for a discretionary incentive award as applicable to your position. Discretionary incentive award will be made at the discretion of management based on a variety of factors, including, without limitation, the global and local performance of the Company, your business unit, and your individual contribution. In order to be eligible to receive any incentive compensation, you must not have tendered your resignation or been given notice of termination of your employment on or before the payment of any incentive.

Citi reserves the right to make any amendments to the relevant incentive award (including, without limitation, increasing or decreasing the amount of any incentive or changing the frequency of payment or revising the factors to be taken into account to determine the payment) from time to time at Citi's sole discretion.

*LPA Location Premium Allowance is a function of your grade/level and is linked to your work location. LPA is variable and the value of LPA can either decrease or increase upon your transfer from one location to another.

**Car Allowance: You will be eligible for a company lease car as applicable at your grade level (applicable for C12 and above). The annual budget available to spend on the car including the purchase price of the new car will be capped at 20% of your Total Cash less LPA. The annual budget will be utilized for the payment of the annual cost of Lease charges to the leasing company, annual amortized cost of one-time levies like Road tax, Registration, Octroi as applicable, the cost of annual premium for a comprehensive Insurance for the vehicle, cost of fuel and regular maintenance and other taxes. Any unutilized car allowance will be paid out and will be full taxable. The car entitlements are subject to Income Tax requisite valuation rules as applicable from time to time. Please do contact your HR Generalist for details of the car policy.

***Provident Fund: Under this scheme you will be required to contribute 12% of your eligible base pay components per month, which will be deducted through payroll. A matching contribution will be made by Citi towards the same. Eligible base pay components for contribution purposes will be determined as per applicable laws, rules, regulations, notifications, ordinances and policies notified or promulgated and modifications thereof from time to time and in accordance with Citi policies.

****Gratuity: You will be eligible for gratuity at the time of leaving the services, as per the policies of Citi. Gratuity is paid in case an employee completes 4 years and 240 days of continuous service and it is calculated on the basis of the statutory provisions and company policy.

*****Superannuation Fund: You have the choice to participate or decline to participate in the Superannuation scheme of Citi, immediately upon joining. You are required to choose an option as per the Mandate Form available in the joining kit. After choosing an option, you may not, thereafter, change the same. Further details about the Scheme will be available to you upon joining.

Relocation clause:

For employees who are relocating to Citi work location and are eligible for relocation benefits as per Citi Relocation Policy, you understand and voluntarily agree that in the event you voluntarily leave the organization for any reason within 12 months from your transfer date, which is the date of employment in your new work location, you agree to repay the gross amount of all the relocation expenses paid or reimbursed by Citi to you. You also voluntarily agree that for any relocation expenses that you owe, Citi India may deduct any amounts or wages owed to you by Citi India upon the termination of your employment, to the extent permitted by applicable law. If these deductions are insufficient to reimburse Citi India fully, you will remain liable for the balance of such relocation expenses and agree to pay Citi India that balance within 3 months of your last date of employment with Citi.

Vibhans

Human Resources

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Citicorp Services India Private Limited



Employee Conduct

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Pooja Gaikwad
Vice President
Human Resources
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Vibhuti Sharma
{Candidate Signature Date} 12th May 2023
signHere1

Vibhuti S

Mayuri Jain

Associate Consultant(Recruiter)

Resourceful and meticulous Recruiter with over 2 years of experience communicating and collaborating effectively with all levels of personnel, agencies, hiring managers and candidates to maximize talent quality. Solutions-oriented relationship builder focused on cultivating and maintaining industry partnerships to maintain consistent candidate pipeline.

✉ may.jain211@gmail.com

☎ 8586013189

📍 Ghaziabad, India

WORK EXPERIENCE

Associate Consultant Neer Info Solution PvtLtd

10/2021 - Present

Noida, UP

Achievements/Tasks

- Reviewed employment applications, candidate backgrounds, skills, compensation needs and other qualifications.
- Explained job duties, compensation and benefits to potential candidates.
- Developed recruitment strategies to achieve required staffing levels for assigned requisitions.
- Monitored applicant tracking system actions to support hiring deadlines and streamline candidate experiences. Managed candidate activity within Applicant Tracking System (ATS).
- Sourced, qualified and conducted screening interviews with job candidates.
- CLIENTS WORKED FOR: **Cognizant, HCL, TCS, Tiger Analytics, Accenture, Inmorphis, LTI, etc.**
- Sourced for skills like. · Business Analyst(In Domains like Insurance, US Healthcare Lifescience,Salesforce , RPA, Digital,Etc. · Presales · Alliance Partner · Deal Desk · Digital Marketing · Finance Consultant · OCM – Organization Change Management .

2.)Audit Assistant BSR & CO. LLP (KPMG India)

09/2020 - 09/2021

Noida, UP

Achievements/Tasks

- During the tenure I have worked as part of the audit engagement team on multiple engagements (both onsite and offline) including clients like Field fresh Foods Private Limited, Birla soft Limited, Tata Cummins Private Limited etc
- Verification of Bank Reconciliation Statements, assisting with Bank Confirmations, Verification of Statutory Dues
- Perform Cut off procedures over sales and purchases and subsequent vouching for other income and expense items.Preparing Synopsis of Contracts, Internal Audit Reports, and Minutes of the meeting of the Board of Directors.
- Assisted the Audit team in onsite Stock Count.

EDUCATION

B.Com Delhi University

07/2017 - 08/2020

SKILLS

Recruitment

Applicant Tracking Systems

Resume Scanning

Applicant Sourcing

Naukri

LinkedIn Sourcing

Recruiting and Sourcing

PERSONAL PROJECTS

Secondment – Global Delivery Centre (01/2021 - 03/2021)

- I was responsible to help the US Engagement Team to document all aspect of Project and coordinating with the team by providing the required database on right time with 100% quality. Received appreciation and positive feedback for my performance from the team

Secondment- Bahrain (06/2021 - 09/2021)

- As a member of Wealth Management, I was responsible to help the Bahrain Engagement Team to document all the aspect of project and coordinating with the team with the required database on the right time. Received appreciation and positive feedback for my performance from the team

ACHIEVEMENTS

Attainer Of Target for 56 offers & 38 joining in calendar year 2022.

2nd Highest joining in calendar year 2022.

LANGUAGES

Hindi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

INTERESTS

Reading

DATE: 02.06.2023

531000504

MR./MS. KAVITA

/D/O MR. INDER SINGH

PO MODAKHERA ,MEDAKHERA

EH MANDI ADAMPUR , HISAR

HARYANA - 125052

Dear Candidate,

We are pleased to inform you that you have been provisionally selected for appointment as **Single Window Operator- A (SWO -A)** in the **Clerical cadre** in our Bank. The schedule of joining has been updated on our website and you are requested to check the same carefully. Offer of appointment is being sent through post at your correspondence address available on record.

Further, it is informed that you are invited to attend the 6th Rozgar Mela of PM Mission Recruitment Programme on 13.06.2023 at 10:30 AM through Video Conferencing. Other details regarding the program shall be shared with you in due course by concerned authority. The weblink to join virtual address by the Hon' ble prime Minister is as under:

<https://pmindiawebcast.nic.in>

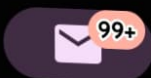
Please make note of the below mentioned points in order to prepare yourself to join at ours:

Your appointment is subject to meeting of the eligibility criteria as prescribed under **IBPS** CRP XII notification dated 01.07.2022. On successful completion of the joining formalities, you will be provided 2 weeks' induction training at the respective Training Centre. Subsequently you will be reporting at the allocated Circle Office for further posting.

You will undergo a Proficiency Test in the official language of the state/UT for which you have applied for, at the time of joining at the allocated circle office in terms of **IBPS** notification para B Eligibility Criteria (III) dated 01.07.2022.

Check list of the documents that you are required to submit as part of document submission process and also the **ANNEXURE** to your appointment letter which details the joining formalities, are attached with this email.

Kindly bring your **appointment letter in original along with a copy** on



Yamini Aiyar
PRESIDENT & CHIEF EXECUTIVE

29 June 2021

Ms. Samridhi Agarwal
420, Junus Patna, College Square
Cuttack, Odisha 753003

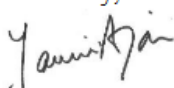
Dear Ms. Agarwal,

With reference to our discussion, I am glad to offer you a full-time contractual appointment as **Research Associate** at **CPR's State Capacity Initiative** on the following terms and conditions:

1.	Remuneration	:	Rs.46,000/- per month (subject to deduction of tax applicable) as per details given below:												
			<table border="1"> <thead> <tr> <th>Particular</th> <th>Per Month</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td>23,000.00</td> </tr> <tr> <td>HRA</td> <td>11,500.00</td> </tr> <tr> <td>Special Allowance</td> <td>9,900.00</td> </tr> <tr> <td>Conveyance</td> <td>1,600.00</td> </tr> <tr> <td>Gross salary</td> <td>46,000.00</td> </tr> </tbody> </table>	Particular	Per Month	Basic	23,000.00	HRA	11,500.00	Special Allowance	9,900.00	Conveyance	1,600.00	Gross salary	46,000.00
Particular	Per Month														
Basic	23,000.00														
HRA	11,500.00														
Special Allowance	9,900.00														
Conveyance	1,600.00														
Gross salary	46,000.00														
2.	Term of Appointment	:	For a period of one year from the date of joining. You will be on a probation period for the first three months.												
3.	Termination	:	One week's notice during probation period and one month's notice thereafter from either side.												
4.	Job Description	:	<p>You will be reporting to Dr. Mekhala Krishnamurthy, Senior Fellow and Ms. Yamini Aiyar, President and Chief Executive for carrying out your responsibilities. Your responsibilities will include:</p> <ul style="list-style-type: none"> • Conduct literature reviews • Collect and analyse data • Prepare materials for submission to granting agencies and foundations • Prepare interview questions • Recruit and/or interview subjects • Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary • Summarize interviews • Provide ready access to all experimental data for the Senior Fellow • Prepare progress reports for the Senior Fellow and funding agency • Prepare other articles, reports, and presentations • Any other tasks that you supervisor may assign 												
5.	Benefits	:	Leave as per CPR rules.												

If the above conditions are acceptable, please return a copy of this letter duly signed in confirmation thereof by submitting your joining report to the undersigned.

Sincerely,



Yamini Aiyar

Strictly Private & Confidential

14-Jun-2022

Bhawna Garg

H.No.-59, Sector-6, Bahadurgarh, Haryana

Candidate ID : **C2022026**

Subject: Offer of Employment (Offer)

Dear **Bhawna Garg**,

Based on our recent discussion with you, we are pleased to offer you a position in Accenture Solutions Private Limited (hereafter referred to as Company) in Global Strategy & Consulting - Applied Intelligence, India as per the below terms and conditions:

Job Profile - **Data Science Analyst**

Management Level - **11**

Job Family Group - **Analytics and Insights**

Your joining location would be **Gurugram**

Your gross annual fixed pay for **Financial Year 2022(FY22 i.e September 2021 - August 2022)** will be **INR 1500000/-** ;it includes allowances and statutory benefits and will be structured in accordance with the Companys compensation guidelines. From the date of your joining, this compensation will be applicable for you until any further communication from the Company.The annual fixed pay includes employers contribution to Provident Fund, as applicable.

- Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 21%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Companys performance.The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

You would receive a joining bonus of INR. **150000** /-. in addition to the Annual Fixed Pay, subject to your joining the Company on or before **05-Jul-2022** . The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the joining bonus will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

Since you are required to relocate from your current location of residence, you will be eligible for a reimbursement on relocation expenses on actuals and payable against bills, up to a maximum of INR. **50000** /-. Should you require accommodation assistance during relocation, you will need to respond to the Onboarding Coordinator(s) e-mail id as mentioned later in this Offer) within 5 days of the receipt of this Offer.

You will also be provided with transit accommodation for the first 14 days of your stay at your joining location. Further details will be provided to you separately. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

This Offer is contingent on you commencing employment with the Company on or before **05-Jul-2022**. By accepting this Offer, you expressly agree that you will join on such date. The terms of this letter and this Offer are valid for **seven (7) days** from the date of this letter. Request you to send an email to **sahana.dasain@accenture.com** to confirm your date of joining. If we do not receive your acceptance before the expiration of **seven (7) days** from the date of this letter, or if, after your acceptance of this Offer, you have not joined the Company by aforementioned date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You are required to submit on the day of your joining a signed copy of this letter along with the copies of the following annexures:

- Annexure 1 Compensation and Benefit
- Annexure 2 Declaration
- Terms of Employment, with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with all documentation listed in Annexure 3.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Bhawna, we look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

After accepting your Offer with the Company, we encourage you visit Countdown to Accenture website(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career with the Company. It will also provide an interesting overview of Company history as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals:

Recruitment team:

- > nitasha kapoor
Email address - **nitasha.kapoor@accenture.com**
- > rajesh verma.kinnera
Email address - **rajesh.verma.kinnera@accenture.com**
- > Onboarding team:
Aditya Cr - **aditya.cr@accenture.com**
Ramya Karkera - **ramya.karkera@accenture.com**

For any clarifications reach out **sahana.dasain@accenture.com**

Yours sincerely,



Sanjay Sharma
Managing Director and Lead - Applied
Intelligence, India

ACKNOWLEDGED AND AGREED:

Bhawna Garg

ANNEXURE 1

COMPENSATION & BENEFITS

Compensation Details

Total Cash Compensation Elements		
Annual (INR)		
(A) Annual Fixed Compensation*	INR 1500000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	21%
Annual Total earning potential (A+B)	Min.	Max.
	INR 1500000	INR 1815000

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 25200
Notional Insurance Premium paid by Company	INR 12700

(D)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 22500 [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

* Annual Fixed Compensation includes employers contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employees as well as employers contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000 /- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of annual fixed compensation or INR 5,00,000 whichever is higher.	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum.
 - a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation. a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one times of your annual fixed compensation with minimum cover of INR 5,00,000. a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.
 - Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accentures success.
6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/ joining/ relocation/ retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Bhawna Garg

Date :

ANNEXURE 3

REQUIRED DOCUMENTATION

1. Two copies of your recent passport size photographs
2. Pan Card Copy
3. Copy of Degree/PG/Diploma (wherever applicable) certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Experience Certificate from 2 previous employers
6. Relieving Letters from previous employer
7. Valid Passport copy (if not available please apply immediately)
8. References from two socially responsible persons supporting your qualifications and character
9. Signed hard copy of this Offer
10. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



From: Swati.Chauhan@trent-tata.com
<Swati.Chauhan@trent-tata.com>
Date: Fri, 28 Apr, 2023, 12:27 pm
Subject: Offer - RIYA ARORA - |Trent Ltd|
To: RIYA.ARORA3@nift.ac.in <RIYA.ARORA3@nift.ac.in>
Cc: Reema.Das@trent-tata.com <Reema.Das@trent-tata.com>, Davina.Rebello@trent-tata.com
<Davina.Rebello@trent-tata.com>, Meraj.Ahmed@trent-tata.com <Meraj.Ahmed@trent-tata.com>, ric.shillong@nift.ac.in <ric.shillong@nift.ac.in>, cc.fms.shillong@nift.ac.in <cc.fms.shillong@nift.ac.in>, RIC Bengaluru@nift.ac.in <RIC Bengaluru@nift.ac.in>, ui.industry@nift.ac.in <ui.industry@nift.ac.in>

Dear RIYA ARORA,

Congratulations on your selection!

It is our pleasure in offering you employment at Trent Ltd. for the position of a Trainee based at Mumbai.

Attached please find the **salary** break-up of our proposed offer to you.

The **salary** break-up includes a 10% (maximum possible) performance linked award which will be paid to you as per the Company Variable **Pay** Policy.

In addition taxes will be applicable as per Indian Income Tax rules on the entire amount which will be borne by you. Also Statutory deductions such as contributions to Provident Fund, Professional Tax and /or any other deductions, as applicable in your case under the law, will be effected from the gross emoluments and the net amount derived after such deductions would be paid to you.

Please Note that your Offer is subject to :

1. You being found Medically fit by our

March 02, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Sakshi Dubey** was working with Refract Consulting Pvt. Ltd. from **June 06, 2022, till January 13, 2023**. During this period, her designation was **Junior Research Analyst**.

She has been relieved from her duties and services with the organization. During her service with the Company, she has put in good efforts and completed the allotted tasks with complete responsibility.

We wish her success in her future endeavors.

On Behalf of Refract Consulting Pvt. Ltd.



PRATIBHA MAHINDRU
CEO



icmr | NIN
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE
OF NUTRITION

आई सी एम आर – राष्ट्रीय पोषण संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR - National Institute of Nutrition
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.ICMR-NIN/Estt.-IV/Proj-111/2023/828

Dated: 10.03.2023

To
Ms. Akankshya Satapathy,
T2 1403, Vipul Gardens,
Ghatikia,
Kalinganagar,
Bhubaneswar – 751 003
Cell: 88609 70904
Email.ID: akankshya.satapathy98@gmail.com

Sub: Offer of engagement in r/o **Ms. Akankshya Satapathy** for the post of **Project Research Assistant (Food & Nutrition / Sociology /Anthropology) (UR)** in the project entitled: "Diet and Biomarkers Survey in India (DABS-I)" funded by ICMR - Reg.

Consequent upon your selection as **Project Research Assistant (Food & Nutrition / Sociology /Anthropology) (UR)** in the project entitled: "Diet and Biomarkers Survey in India (DABS-I)" funded by ICMR at this Institute, it is directed to convey the approval of the Competent Authority for offering you an engagement **Project Research Assistant (Food & Nutrition / Sociology /Anthropology) (UR)** against a consolidated pay of **Rs.31,000/-** p.m (Rupees thirty one thousand only) fixed without any other allowances. The engagement will be on temporary basis initially for a period of **one year** with effect from the date of assumption of duty, subject to the following terms and conditions:

1. You are requested to bring all your original certificates along with one set of xerox copies duly self attested for verification.
2. You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any Court of Law.
3. The engagement is purely on temporary basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
4. The present assignment is initially for a period of **one year** from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation.
5. The engagement will automatically get ceased on present/ extended assignment or completion of the aforesaid project activities, whichever is earlier.
6. The engagement can be terminated at any time by giving one month's notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
7. You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of the project work.
8. You shall not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
9. No traveling and/ or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while traveling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.

Contd...2

तरनाका मेट्रो स्टेशन के पास / Near Tarnaka Metro Station
हैदराबाद - ५०० ००७, भारत / HYDERABAD – 500 007, India

Tel: +91-40-27197200 | Fax: +91-40-27019074
nin@ap.nic.in | www.ninindia.org



10. Leave Provisions:

- a. Annual/ Accrued leave: 30 days per annum (Pro-rated @ 2.5 days per month of completed service).
 - b. Maternity Leave: 180 days in terms of ICMR OM No. 16/50/2015-Admn.II dated 11-02-2016 (for eligible women only).
 - c. Casual Leave and Restricted holiday on prorated basis as per GOI rules.
 - d. On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave.
11. You will not be entitled for any terminal benefit after completion of contract period or otherwise.
12. You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
13. The temporary service will not confer any right for further assignment.
14. Physical/Medical Fitness Certificate to be obtained from Civil Surgeon/Assistant Civil Surgeon/Medical Officer from any Government Hospital with seal at the time of joining positively.

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to the Director/Dr. Padmavathi Majhi, Scientist-D, ICMR-RMRC, Bhubaneswar, Odisha within 15 days from the date of receipt of this offer of engagement order positively, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.


Sr. Administrative Officer
for Director



State Bank of India

Central Recruitment & Promotion Department

Corporate Centre, Mumbai

Phone: 022-23020427

**STATE BANK OF INDIA
RECRUITMENT OF PROBATIONARY OFFICERS ADVERTISEMENT NO:
CRPD/PO/2023-24/19**

70136

Registration Number : 2330578512

Full Name : ANSHU KUMARI

Category : OBC

SUB CASTE : AHIR

I confirm that I am in possession / will produce EWS certificate issued based on annual income for Financial Year 2022-23 : -

Are you a person with benchmark disability of 40% and above ? : NO

Type of Disability: : -

Sub-Type of Disability for 'd' & 'e' : -

Sub-Type of Disability : -

Sub-Type of Multiple Disabilities : -

Are you suffering from cerebral palsy and your writing speed is affected : ? : -

If Yes, Do you need compensatory time at the time of examination? : -

Whether your dominant (Writing) hand is affected? : -

If Yes, Do you need compensatory time at the time of examination? : -

Do you intend to use the services of a scribe ? : -

I accept the Guidelines for Scribe : -

Are you a person with a Specified disability covered under the definition of Sec 2(s) of the RPwBD act 2016 but not covered under the definition of Sec 2(r) of the RPwBD Act 2016 ((i.e persons having less than 40% disability) and having difficulty in writing ? : NO

If Yes, Do you need compensatory time at the time of examination? : -

Are you a person with a Specified disability covered under the definition of Sec 2(s) of the RPwBD act 2016 but not covered under the definition of Sec 2(r) of the RPwBD Act 2016 (i.e



persons having less than 40% disability) and wish to avail the services of Scribe ?

I certify that, I will produce the certificate from competent medical authority of a Government healthcare institution as per Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) circular no F. No. 29-6/2019-DD-III dated 10.08.2022. : -

I certify / undertake that Qualification of Scribe availed by me shall be one step below my qualification : -

Religion to which you belong: : Hindu

Whether you belong to Religious Minority Community ? : NO

Are you an Ex-Serviceman (including ECOs/SSCOs) : NO

Period of Service (in months) : -

Please mention the number of occasions on which you have applied for the examination for recruitment of Probationary Officers in SBI. : 0
Candidates who have already appeared for the maximum number of permissible chances are not eligible to apply. The number of chances will be counted from the examination held on 18.04.2010. Appearing in Preliminary Examination will not be counted as a chance. Appearing in Main Examination will be counted as a chance. In the years in which only one written examination has been held (i.e. no Preliminary Examination has been held), appearing in this examination will be counted as a chance.

Do you have record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other external agencies are available ? : NO

Do you have adverse report regarding character & antecedents, moral turpitude ? : NO

Are you an Employee of State Bank of India in the Clerical Cadre ? : NO

Are you an Employee of State Bank of India in the Officer Cadre ? : NO

Are you an Ex-Employee of State Bank of India and resigned from the Bank while in the Clerical Cadre ? : NO

Are you an Ex-Employee of State Bank of India and resigned from the Bank while in the Officer Cadre ? : NO

Please ensure that you are eligible to apply ? : -

PAN No. : -

Nationality: : Indian

Examination Centre for Preliminary Examination

State/UT (to which centre of exam belongs): : Delhi-NCR

State Code: : 34

Centre of Examination: : Delhi & New Delhi (All NCR cities)

Examination Centre for Main Examination

State/UT (to which centre of exam belongs): : Delhi-NCR

State Code: : 34

Centre of Examination: : Delhi & New Delhi

I intend to bring the following ID when appearing for the examination : (I confirm my name on this ID and this application exactly match) : YES

ID Proof : Aadhar Card

ID Proof No. : XXXXXXXXX9344

Application Fee / Intimation charges

Payment In : ONLINE

Fees : 635.60

Tax : 114.40 (IGST)

Amount : 750.00

Payment Status : PAID

Reference ID : YUR32086739726

Transaction Date : 23-09-2023

Personal Details

Date of Birth : 20-12-2000

Age completed as on 01.04.2023 : 22

Gender : FEMALE

Do you have twin brother / sister ? : NO

Gender of the twin : -

Name of the twin : -

Marital Status : Unmarried

Father's First Name : ABHEY

Father's Middle Name : -

Father's Last Name : SINGH

Mother's First Name : ANITA

Mother's Middle Name : -

Mother's Last Name : -

Spouse's First Name : -

Spouse's Middle Name : -

Spouse's Last Name : -

Address for Correspondence

Address 1 : VPO ZAINABAD

Address 2 : DISTRICT REWARI

Address 3 : HARYANA
District : REWARI
State : HARYANA
Pincode : 123411
Permanent address
Address 1 : VPO ZAINABAD
Address 2 : DISTRICT REWARI
Address 3 : HARYANA
District : REWARI
State : HARYANA
Pincode : 123411
State for GST invoicing : Permanent Address
(HARYANA)

Contact Details

Mobile No : +91 9306264361
Alternative Number : -
(Mobile No/Landline No)
Email ID : anshurao178@gmail.com

Educational Qualification (as on 31.12.2023)

Exam Passed	Degree/ Subject / Stream	Name of Institution / College	Place of Institution / College	Date of Passing	% of Marks	Class / Grade
Graduation 1/ Equivalent Passed	Commerce	DAULAT RAM COLLEGE DELHI	NORTH CAMPUS DELHI	23-07-2021	77.72	First Class

Other Details :

Whether desirous of taking Pre-Exam Training (SC/ST/OBC/Religious Minority Community) : NO

State/UT (to which centre of Pre-Exam Training belongs) : -

State Code : -

Centre for Pre-Exam Training (If conducted through physical classes OR by way of Online tools) : -

Languages Known	Read	Write	Speak
ENGLISH	YES	YES	YES

Uploaded Document Details :

1. Left Thumb Impression

2. Hand Written Declaration

Declaration:

"I hereby declare that all the statements made in this application are True, Complete and Correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated, and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature."

I confirm that my name as filled by me in the application form exactly matches with the name in my ID proof

Ayada

Date: 23-09-2023



Left Thumb Impression

"I, Anshu Kumari, hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required".

Hand Written Declaration



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt of India)



क्षेत्रीय कार्यालय /Regional Office
पंचदीप भवन, सैक्टर-16, फरीदाबाद-121002
Panchdeep Bhawan, Sector-16, Faridabad-121002
Phone: 0129-2222980
Email: rd-haryana@esic.nic.in
Website: www.esic.nic.in / www.esic.in

NOTICE

SCHEDULE OF VERIFICATION OF SHORTLISTED CANDIDATES FOR THE POST OF UPPER DIVISION CLERK (UDC) IN HARYANA REGION

The list of candidates shortlisted for verification for the post of UDC for Haryana region has been declared on 15.11.2022 & 05.12.2022 and the same is available on ESI Website www.esic.nic.in. The schedule of verification of shortlisted candidates for the post of UDC is appended below at Annexure I.

The shortlisted candidates are required to submit **ORIGINAL as well as Self-Attested** copies of the following certificate/documents on the day of verification at the venue in support of their eligibility for the post as detailed hereunder:

- 1) **Matriculation or equivalent certificate in support of proof of Date of Birth.**
- 2) **Certificates/Mark Sheets etc. in support of Essential Educational Qualification for the post.**
- 3) **Category Certificate issued by Competent Authority in the prescribed proforma in respect of candidates belonging to SC, ST, OBC, EWS, PWD, Ex-Servicemen and other categories.** The prescribed proforma are annexed at Annexure – A to Annexure – G of the detailed advertisement and are also appended below with this Notice.
 - (a) **Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PWD/Ex-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the detailed advertisement and as per the instructions issued by Govt. of India. They should also be in possession of the certificates in the prescribed format of Govt. of India in support of their claim.**
 - (b) **Candidates claiming reservation/ age relaxation under OBC Category should possess the OBC Certificate as given at Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt.(SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at Annexure "B" failing which the benefit of reservation or age relaxation will not be given.**
 - (c) **Candidates claiming reservation under EWS Category should submit the EWS Certificate given at Annexure -"C".**
 - (d) **Candidates claiming relaxation/reservation under Ex-servicemen Category should submit form of undertaking as given at Annexure -"D".**
 - (e) **ESIC Employees/Government Servants claiming age relaxation shall have to produce a certificate in the prescribed format annexed at 'E' from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of ESIC Employee/Government Servants till the time of appointment, in the event of their selection.**
 - (f) **Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Serving Defence Personnel shall have to produce certificate issued by the competent authority in the Proforma given annexed at 'F'.**
 - (g) **PWD candidates other than in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, who have availed services of scribe in the Phase I and/or Phase II Exam for the post of MTS are required to submit certificate regarding physical limitation to write in the prescribed proforma appended at Annexure – G of the detailed advertisement and appended below with this Notice.**
- 4) **Two passport size photograph which should match the one uploaded in the online application form.**
- 5) **Photo bearing Identification Proof (self-attested photocopy along with Original thereof) – The candidates are required to bring at least one currently valid Photo identity proof in original and a photocopy of the same.**
Note: Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/Valid recent Identity Card issued by a recognised College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph.

Important: Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.

Dated: 05.12.2022


(RUDRADEEP DUTTA)
DEPUTY DIRECTOR (I/C)

SCHEDULE OF VERIFICATION OF SHORTLISTED CANDIDATES FOR THE POST OF UDC

VENUE OF VERIFICATION	EMPLOYEES' STATE INSURANCE CORPORATION Regional Office, Panchdeep Bhawan, Sector-16, Faridabad-121002
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Sl. No.	Roll Number	Reg. No.	Name of the Candidate	Date of Birth	Date of Verification	Reporting Time
1	1491023145	119290105	PREET KHAPRA	18-10-1998	12.12.2022	9:00 AM
2	1681001145	120222881	MOHIT	4-7-1995		
3	1781000018	119770132	AVICHAL	15-3-1998		
4	1671004134	119672877	CHESTHA	17-7-1998		
5	1641001211	120005135	PALAK GUPTA	1-11-1995		
6	1661001217	119500007	MAHESH	22-3-1997		
7	2571001720	119967396	HIMANSHU GOYAL	17-10-1998		
8	1661002644	119309120	NITIN	30-4-1997		
9	1641000691	119780404	DIVYA	14-8-2001		
10	1451001913	119421586	MEENU	3-6-1999		
11	1681000594	119031851	MANSI	11-2-2000		
12	1671003788	120008247	NAVEEN SIHAG	14-4-1997		
13	1661001548	119340894	MONIKA SUKHIJA	26-7-1998		
14	1491036148	120249082	RAHUL YADAV	15-6-1995	12.12.2022	2:00 PM
15	2481002887	119430106	ASHISH KUMAR	16-7-1998		
16	1661001383	120010894	RAHUL KUMAR	17-2-1998		
17	1451003395	119017826	VIKAS KHARB	19-3-1995		
18	1691000218	119485958	ANKIT NEGI	30-11-1996		
19	1491008296	120050210	AQIB JAVED	5-2-1996		
20	2481001857	119876771	ARSHDEEP	4-5-2000		
21	1641001147	119685442	ANKITA RANI	8-2-1998		
22	1451001764	119761696	CHARU ANAND	6-7-1999		
23	1671001403	120044636	LOVEPREET	4-10-1995		
24	1491026569	120136604	AMIT KUMAR	5-5-1997		
25	1691001174	120035998	KANCHAN SHARMA	18-3-2001		
26	1671004972	119603316	HARSHIT	31-7-1999		
27	1491029252	119614554	MANSI AHLAWAT	25-12-1999		
28	1691000192	120049259	KAJAL GANDHI	10-12-1994		
29	1691000422	119390358	AASHIMA	1-10-1996		
30	1651000382	119050900	VAIBHAV SACHDEVA	17-2-1998		
31	1681001314	119538656	SUMIT KUMAR	20-9-1996		
32	1451000546	119188129	GAZAL	21-5-1997		
33	1671000945	119334478	MANISHA	1-3-2000		
34	1671004736	119898208	TARUN	29-9-1999		
35	1671004491	119558883	POOJA POONIA	8-4-1998		
36	1671000158	119575941	HEENA MEHTA	24-7-1998		
37	1681001603	120134450	ATUL MALIK	24-11-1997		
38	1661002551	119005419	BHARAT BHUSHAN	6-1-2000	13.12.2022	2:00 PM
39	1671004910	120068012	LAKHAN	2-12-2000		
40	1641000267	119351127	HARSHIT KHURANA	19-4-1997		
41	1641001911	119575454	SAHIL BANSAL	19-12-1999		
42	1671002237	119872737	PRIYA LAMBA	20-1-1999		
43	1451003300	119852549	LALIT KUMAR	1-8-1984		
44	1691001061	119373965	RAJAT GUPTA	6-10-1995		
45	1651000720	119956183	AVINASH KUMAR SAMDIA	7-2-1997		
46	2621001652	119422420	DHANRAJ AGARWAL	5-7-1999		
47	1671000993	120186157	SUSHIL KUMAR	18-8-1994		
48	1671004472	119276975	VISHNU	3-10-1995		
49	1671002188	120112276	KIRTI	1-12-1995		

51	1671001425	120051027	PRINCE ROHILLA	12-11-1996		
52	1641001691	119788248	SAKSHI SINGH	12-12-1996		
53	1691000294	119440386	RAHUL GANDHI	24-6-1999		
54	1661000452	119373593	ANKIT	30-8-1999		
55	1671002996	119522508	LOKESH KUMAR	15-1-2000		
56	1691000611	119876121	RAMAN	13-8-2000		
57	1671002741	119266758	YOGESH	15-11-2001		
58	1671003203	119843216	RAHUL	8-1-1998		
59	1671004479	120180771	RAJESH KUMAR	22-4-1998		
60	1671004869	119176026	GAURAV	30-8-1996	14.12.2022	9:00 AM
61	1661001364	119967999	VIKAS KUMAR YADAV	21-10-1998		
62	1661000447	119359665	SUMIT	5-11-1998		
63	1671004816	120188317	RITU	2-1-1999		
64	1691001157	119661971	JITENDER KUMAR	3-9-1997		
65	1671001716	119611504	SAHIL MAKKAR	17-6-2000		
66	2591014361	119856517	JYOTI	28-7-1999		
67	1671005072	119181758	ASHU	18-4-1994		
68	1691000640	119379421	SATISH KUMAR	26-9-1994		
69	2481000209	119752362	VIKAS SINGH BISHT	12-2-1998		
70	1521001029	119642160	SAGAR	14-7-1998		
71	2841000945	119503222	AKSHU CHAUDHARY	12-1-1998		
72	2881001350	119027195	GOVIND SHANKHDHAR	17-7-1996		
73	1641000234	120087069	AKSHITA SINGHAL	6-10-1999	14.12.2022	2:00 PM
74	1671002974	119129200	LALIT KUMAR	27-12-1999		
75	1671000942	119854209	RANJEET	5-6-1996		
76	1671000375	119358933	SHWETA	20-8-1998		
77	1681000974	120040201	NIDHI	12-12-1999		
78	1671002980	119966858	DIMPAL	5-6-1999		
79	1641000129	119598779	NEHA	21-3-1999		
80	1691000064	119178004	VIVEK ASHRI	1-10-1997		
81	1661000356	119010666	MOHIT KUMAR	2-12-1993		
82	1641000890	119476363	SUMIT KUMAR	14-5-1998		
83	1451001890	120158626	DIVYA JYOTI CHOUDHARY	8-1-1995		
84	1521001069	119127826	YOGINDER YADAV	7-8-1995		
85	1641001732	119961235	ANU SAINI	10-3-2000		
86	1671003160	119325598	MUKESH KUMAR DHAKA	3-4-1995	15.12.2022	9:00 AM
87	1671004030	119797969	SUSHMA KUMARI	10-8-1999		
88	1641000202	119929292	JYOTI	19-8-1998		
89	1661000866	119564277	RAVINA YADAV	1-11-1997		
90	1671004207	119730089	POOJA	2-9-1993		
91	1681000934	119940273	POOJA RAO	12-3-1996		
92	1661001512	119200694	NEHA SHARMA	4-4-1999		
93	2621002529	119021104	DHARMVEER SINGH	7-7-1998		
94	1891002940	119118183	ANKIT KUMAR CHAUDHARY	28-5-1999		
95	1681000789	119622979	MONIKA DAHIYA	20-9-1995		
96	1451001750	119341047	PRIYA JANJUAA	8-12-1997		
97	1691000367	119781014	ROHIT PUNIA	18-2-1998		
98	1641001236	120112941	KANISHKA NAINIWAL	12-7-1999		
99	1661002681	119452218	ASHOK KUMAR	14-1-1987	15.12.2022	2:00 PM
100	1671000472	119225495	ANKIT KUMAR	14-10-1997		
101	2581001173	119574734	SHUBHAM SARANG	13-12-1993		
102	1691001116	120083837	ROHTASH	4-1-1997		
103	1661000465	119405242	RAHUL MAURYA	3-11-1996		
104	1671004338	119654337	SHEETAL RANI	23-4-1999		
105	1671003189	119379563	PRAVEEN KUMARI	10-3-1996		
106	1681001204	119173129	RAKESH KUMAR	9-2-1984		
107	1661001616	119655952	SAMIKSHA KAWALIYA	17-8-1997		
108	1641001909	119563491	KULDEEP SINGH	17-12-1997		
109	1681001340	119603306	SURYA PARKASH	5-1-1994	16.12.2022	9:00 AM
110	1641001468	119961311	SATISH	11-8-1999		
111	1671001886	120152052	POOJA	10-5-1998		
112	1661002692	119487305	DEEPAK SHARMA	15-1-1983		

112	1671001592	119322981	SURAJ	24-8-1996		
113	1671002371	120127779	PREETY SINGH	28-10-1999		
114	1641001958	119822474	PARVEEN	19-11-1992		
115	1451001717	119732240	NAINDEEP	9-12-1995		
116	1681000125	119678326	GARIMA	20-10-1993		
117	1661001236	119576397	NARENDER KUMAR	1-2-1986		
118	1501001006	119941495	RAJ KUMAR PODAR	8-5-1986		
119	1661002591	119170021	HEMANT KUMAR	2-12-1987		
120	2841000922	119799374	JATIN MALIK	4-2-1998		
121	1671000670	119016046	VIJAY	13-6-1987		
122	1661001850	119227515	CHETAN PARKASH	8-5-1987	16.12.2022	2:00 PM
123	2941000074	119953144	ARVIND KUMAR TIWARI	10-9-1983		
125	1651000197	119058997	MADAN PAL	2-10-1982		
126	1661001806	119040744	AJAY KUMAR	3-1-1982		
127	1681000313	119096450	DEEPAK VERMA	4-4-1983		
128	1671003504	119030573	PARDEEP KUMAR	1-7-1995		
129	1681000569	119045102	NITIN	14-2-1997		
130	1661002214	119552289	NARENDER SINGH	27-9-1981		

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the _____ State/Union Territory _____

belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution

No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Date _____

District Magistrate/ Deputy Commissioner etc.

Seal of Office

*-

The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

**-

As amended from time to time.

Note:

The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificate Certificates:

i.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
ii.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
iii.	Revenue Officers not below the rank of Tehsildar.
iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

Note-I

a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below: -

- i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar
- iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note-II

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure 'A' above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri..... resident of village/town/city..... district..... state.....hereby declare that I belong to the..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36012/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:

Full Name:

Address

Government of _____
 (Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS
UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex- servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

Place:

Date:

(Signature of Candidate)

(Candidate Name: _____)

**FORM OF CERTIFICATE TO BE SUBMITTED BY ESIC EMPLOYEES/GOVERNMENT
SERVANTS SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is holding the post of
_____ in the pay scale of _____ with 3 years regular service
in the grade as on **closing date**.

Signature _____

Name _____

Office seal

Place:

Date:

(*Please delete the words which are not applicable.)

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with
the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs: _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government Health Care Institution
Name & Designation: _____
Name of Government Hospital/Health Care Centre with Seal _____

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor Disability-Orthopedic specialist/PMR)

GLUCOBIT INC.

CONSULTING AGREEMENT

Consultant Name: Anshu Yadav ("Consultant")

Effective Date: 11/8/2022

As a condition of becoming retained (or Consultant's consulting relationship being continued) by Glucobit Inc., a Delaware corporation, or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the "Company"), and in consideration of Consultant's consulting relationship with the Company and receipt of the compensation now and hereafter paid by the Company, Consultant hereby agrees to the following:

1. **Consulting Relationship.** This Consulting Agreement (this "Agreement") will apply to Consultant's consulting relationship with the Company. If that relationship ends and the Company, within one (1) year thereafter, either employs Consultant or re-engages Consultant as a consultant, this Agreement will also apply to such later employment or consulting relationship, unless the parties hereto otherwise agree in writing. Any employment or consulting relationship between the parties hereto, whether commenced prior to, upon or after the date of this Agreement, is referred to herein as the "Relationship." During the term of this Agreement, Consultant will provide consulting services to the Company as described on Exhibit A hereto (the "Services"). Consultant represents that Consultant is duly licensed (as applicable) and has the qualifications, the experience and the ability to properly perform the Services. Consultant shall use Consultant's reasonable efforts to perform the Services such that the results are satisfactory to the Company.

B S R & Co. LLP

Chartered Accountants

14th Floor, Central B Wing and North C Wing,
Nesco IT Park 4, Nesco Center,
Western Express Highway,
Goregaon (East), Mumbai - 400 063

Telephone: +91 22 6257 1000
Fax: +91 22 6257 1010

08 June 2022

To Whomsoever It May Concern

This is to confirm that Manisha Yadav was employed with us in our Noida office in Audit ADC since 18 January 2021 and has been relieved with effect from 18 January 2022.

At the time of her resignation she was working as a **Analyst**.

We wish her all the best in her future endeavors.

Please feel free to reach out to us at in-fmkpmsgexempver@kpmg.com for request(s) on employee verification.

We wish to draw your attention that certain terms and conditions of your arrangement/employment would continue to apply to you even after your cessation of employment with the Firm, in particular, you shall continue to abide by the following policies and provisions:

- You acknowledge that the Firm shall own all rights, title and interest including copyright in any work created by you during the course of your arrangement/employment with the Firm.
- You will return all confidential information prepared or accessed by you, without retaining any copies.
- You will not disclose or use any confidential information (whether or not created by you) of the Firm or any of its past or present clients in any manner or for any reason whatsoever, including sharing such confidential information with any third party or sending or transmitting it to yourself using any official or personal email address, external storage devices or cloud storage or third-party messaging applications (e.g. Whatsapp, Telegram etc.).
- You will continue to abide by the Social media policy of the firm and continue to reflect, on social media platforms, the name of the correct legal entity with whom you were employed with at the relevant time.

In addition to the above all other terms and conditions of arrangement/employment which by their nature, term or effect are intended to survive the cessation of your arrangement/employment with the Firm shall continue to apply even after your superannuation.

This letter has been digitally signed by Inderpal Singh by using Digital Signature Certificate from IP Address 10.188.4.10 at Gurgaon DSC SI No. & issuer 57171ef1efa3 Verasys CA 2014 .

B S R & Co. (a partnership firm with registration no. BS61223) converted into B S R & Co. LLP (a Limited Liability Partnership with LLP Registration No. AAB-8181) with effect from October 14, 2013

Registered Office:
14th Floor, Central B Wing and
North C Wing, Nesco IT Park 4,
Nesco
Center, Western Express
Highway, Goregaon (East),
Mumbai - 400063

November 01, 2021

Relieving Cum Service Certificate

To Whomsoever It May Concern

This is to certify that **Avni Agarwal**, (personnel no: **589829**) was employed by the Company and its affiliate from **September 07, 2020** to **September 09, 2021** designated as **Audit & Assurance Assistant 2+** at the time of leaving the Company.

Please refer to the annexure to this letter in page 2 & 3 for several Post-Employment obligations to the Company, its affiliates and related entities.

We wish you the very best in your future endeavors.

Yours truly,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited

Roger
Alexander
Frantz

Digitally signed
by Roger
Alexander
Frantz
Date:
2021.11.01

Authorized Signatory

This document is digitally signed and does not require company seal.

For queries regarding verification of this letter, please send an email to usindhydevr@deloitte.com

For exit related queries, please send an email to USIIndiaExitManagement@deloitte.com



You are reminded that by virtue of your employment, you acquired, were exposed to, had access to and made use of Proprietary Information of the Company and/or its affiliates or related entities. In recognition of the above, and as a condition of your employment, you entered into the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement with the Company to protect assets and information belonging to the Company, its affiliates or related entities, which includes several Post-Employment obligations to the Company, its affiliates and related entities. These continuing obligations include, without limitation, obligations relating to confidentiality, ownership of creations, non-solicitation of personnel and non-solicitation of clients. These post-employment obligations are summarized below:

Summary of Post-employment Restrictions

CONFIDENTIALITY

Proprietary Information and Personally Identifiable Information may not be disclosed to anyone outside of Deloitte or a Connected Entity without the prior written approval of an Authorized Representative*. Upon termination of employment with the Company, employees:

- a. may not use or disclose Proprietary Information or Personally Identifiable Information, whether in documentary or digital form or committed to memory or in any other form, for any purpose;
- b. may not retain or take with them any Proprietary Information or Personally Identifiable Information in a tangible form; and
- c. must immediately deliver to the Company any Proprietary Information and Personally Identifiable Information in a tangible form that they may then or thereafter hold or control. "Tangible" form includes written or graphic form, on a computer disc, USB drive or other medium, on a website, or otherwise stored in or available through electronic or other form.

All employees have agreed to keep confidential any information or manuals relating to the Company's compensation and benefits schemes that may become known to them during the tenure of employment as an employee of the Company. All employees have also agreed to maintain the utmost secrecy with regard to the compensation and benefits package of any other employee of the Deloitte US India Offices or any Connected Entity that becomes known to them during the course of employment and shall not discuss it with anyone.

NON-SOLICITATION

All employees have agreed to abide by the non-solicitation provisions as designed to protect the investment of the Deloitte US India Offices and all Connected Entities including their clients and employees.

- a) **Non-Solicitation of Clients.** All employees have acknowledged that for a one year period after their employment with Company, they will not, directly or indirectly, solicit or provide services to any client of the Company or a Connected Entity to which they provided (or participated in a proposal to provide) services during the two-year period prior to termination of employment with the Company. In this regard, all employees have acknowledged and agreed that the market for the kinds of services they rendered or will render as part of their work for a new employer or a Connected Entity reaches throughout, and in certain instances beyond, India and that the Proprietary Information which has been and will be provided to them relates to similar kinds of services rendered by the Company or a Connected Entity throughout, and in certain instances beyond, India and therefore the geographic scope of this Agreement is reasonable and is designed to protect the Company's or a Connected Entity's legitimate business interests in the preservation of Proprietary Information.

- b) **Non-Solicitation of Personnel** All employees have agreed not to, directly or indirectly,
- a. solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any partner, principal, member, officer or employee of the Deloitte US India offices or a Connected Entity to leave the Company or a Connected Entity, or to join any firm or business with which they may be or become affiliated, or
 - b. participate in the hiring or admission of any partner, principal, member, officer or employee of the Company or a Connected Entity,
 - c. or cause a contractor of the Company or a Connected Entity to cease providing services to, with, or on behalf of the Company or such Connected Entity.

INJUNCTIVE RELIEF

All employees have acknowledged and agreed that a breach of the above clauses could cause irreparable harm to the Company or a Connected Entity and that, in addition to other remedies, the Company on behalf of itself or a Connected Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach.

To acknowledge your receipt of this letter, please sign in the space provided below and return to the Exit Team.

DocuSigned by:



F1A7E5142DF24FF...

(Signature of Employee and Date)

Staff



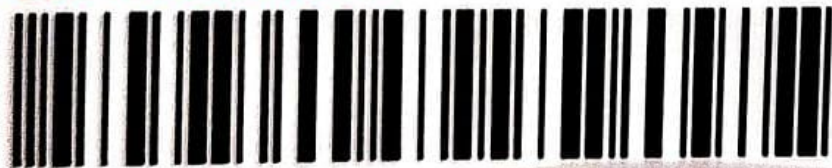
University
of Glasgow



Kumari, Tanisha

340366

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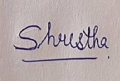


Click the button to print the current page.

No.24/1/2023-PEA
Government of India
Ministry of Personnel, P.G. & Pension
Department of Personnel & Training
Staff Selection Commission (NR)

Block No.12, CGO Complex,
Lodhi Road New Delhi-110003
Dated: 08/11/2023
Website:- <https://sscnr.nic.in>

Id No : 210533

Roll No.	Name	Category	Sex	 D.O.P 26.07.2023
2201020943	SHRESTHA	EWS	Female	

Subject: Recruitment of Sub Inspectors in Delhi Police, CAPFs Examination, 2023 - Conduct of Physical Endurance/Standard Test (PET/PST) - regarding.

Dear Candidate,

With reference to your candidature for the above mentioned examination conducted by the Commission, you have been declared PROVISIONALLY qualified for Physical Endurance/ Standard Test (PET/PST) on the basis of your performance in Paper-1 of the said examination. The Commission has decided to hold PET/PST from 14th November, 2023. You are requested to report for the same as per the following programme:

Physical Endurance/Standard Test (PET/PST)

PET/PST Date	20.11.2023
Reporting Time at the venue	06:00 AM
Centre/Board	1004
Venue Address	Commandant, 25th BN SSB Ghitorni, PO Arjungarh, Ghitorni, New Delhi-110047

Note 1: The PET/PST is the sole responsibility of BSF which is the Nodal CAPF. Staff Selection Commission will not have any responsibility towards conduct of PET/PST, thereafter any grievance in this regard may be taken up with BSF i.e. Nodal Force/ Controller of this PET/PST Examination.

Note 2: In case you are seeking relaxation in height and chest on account of belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Dogras, Marathas, Gorkhas, Kashmir Valley, Leh & Ladakh regions, North-Eastern States and Sikkim, Schedule Tribes, you must bring with you a certificate issued by the competent authority viz. District Magistrate/Sub-Division Magistrate/Tehsildar of the place under the jurisdiction of which your residence falls, in the format prescribed in **Annexure-VIII** of the Notice for the said recruitment and it may be noted that no relaxation in the said Eligibility Physical Standard Tests shall be allowed without the certificate.

Cont./Pg.2

IMPORTANT INSTRUCTIONS FOR PET/PST

1. The events to be conducted in PET as well as the details of Physical Standard Test (PST) for Eligibility may be seen in the Notice for the said recruitment published on **22.07.2023.**
2. Your candidature is purely provisional subject to fulfilling all eligibility conditions as laid down in the Notice of Exam. If at any stage it is found that you do not fulfill any of the eligibility conditions as per Notice of Exam, your candidature will be cancelled.
3. For the post of Sub Inspector in Delhi Police only:- **Male** candidates must possess and also carry a valid Driving License for LMV (Motor Cycle and Car) issued by the Licensing Authority on or before the date of **Physical Endurance and Standard Tests**, otherwise they will not be considered for the post of SI in Delhi Police. **Further, it is stated that the candidature of the candidates who do not possess a valid Driving License issued under the nomenclature LMV(NT/Car) will not be accepted for the post of SI In Delhi Police only.** However the candidates who do not have a Valid Driving License for LMV (Motor Cycle and Car) will be considered for all other CAPFs posts.
4. If you are aggrieved by the decision of the PET Board about measurement of physical standards only (in height and chest) you may, if you so desire, prefer an appeal on the same day to the appellate authority present in the PET Centre. Decision of the appellate authority will be final and no further appeal/representation will be entertained in this regard.
5. You should bring the call letter along with four recent passport size photographs and also bring one of the Identity Proofs (**in original**) i.e. Aadhar Card, Election Voter Card, Valid Driving License, valid Indian Passport, PAN Card etc.
6. You should ensure yourself that you are within age limits i.e. 20 to 25 years as on 01.08.2023 with age relaxation of 03 years to OBC candidates and 05 years to SC, ST candidates subject to having their caste certificate as per Notice of Exam.
 - (i) You should ensure that you fulfill EQ i.e. Bachelor's Degree from a recognized university or equivalent on or before 15.08.2023.
 - (ii) In case you are seeking relaxation in height and chest on account of belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North-Eastern States and Sikkim, Schedule Tribe you must bring with you a certificate issued by the competent authority viz. District Magistrate/Sub-Division Magistrate/Tehsildar of the place under the jurisdiction of which your residence falls, in the format prescribed in **Annexure-VIII** of the Notice for the said recruitment and it may be noted that no relaxation in the said Eligibility Physical Standard Tests shall be allowed without the certificate

OTHER IMPORTANT INSTRUCTIONS:

7. You will wear PT shoes, shorts and vests for the PET/PST for which you **MUST** make your own arrangement and bring the same with you. These will NOT be supplied by SSC/CAPFs/PET Board.
8. It may further be noted that Govt. will not be responsible for any accident or injury which might take place during the test, nor will the Govt. be liable for any claim arising out of any injury etc. suffered during the Physical Efficiency Test or otherwise.
9. **No Travelling or other expenses** will be paid by the Commission for attending the PET/PST.
10. The conduct of PET/PST is the sole responsibility of the Nodal CAPF, i.e. BSF and Staff Selection Commission/CAPF **will not be responsible** for any matter connected with PET/PST.
11. Please note that the date, time and venue of PET/PST is FINAL and no request for change will be entertained. In case you fail to attend the PET/PST on the scheduled date it will be presumed that you are not interested in the post and you will be treated as absent. No further correspondence will be entertained in this regard.
12. Canvassing in any form will result in cancellation of your candidature.



(Ashesh Chaudhary)
UNDER SECRETARY (PEA)

CONFIDENTIAL

16 June 2023

Ms. Ankita Dhull
C/o Rampal Singh, House No 88 Bandaheri, Hansi, Hisar
Hisar , Haryana - 125033

Appointment Letter/ Employment Agreement

Dear **Ankita**,

Congratulations and welcome to the **Sterlite** family! This is a stepping stone to a world full of opportunities to learn and grow. We the Sterlitians believe sky is the limit and together we can achieve anything. We are happy to have you in our family.

With reference to our recent discussions regarding career opportunities with the Sterlite Group, we are truly delighted to take you onboard in Sterlite Power Transmission Limited (hereinafter referred to as the "Company") under the following terms and conditions:

Designation	Graduate Engineer Trainee
Department	Enablement
Grade	YLPT
Date of Joining	12 June 2023
Location of Work	Gurugram

1. Compensation and Benefits

1.1 Compensation

Your annual Cost to the Company (CTC) will be Rs. **800,000.00/** - per annum; which will be subject to deduction of tax, as per applicable laws. The breakup of your CTC is attached herewith as Annexure- 1. You will now be governed by the policies of the Company as amended from time to time.

1.2 Benefits

In addition to the above, you shall be entitled to following benefits:

- Medical Insurance for self and family;
- Personal Accident Insurance for self;
- Life Insurance for self.

The above, along with retirement benefits shall be governed by the approved policy/ policies of the Company for such benefits in force, from time to time.

2. Compensation Review

The Company may undertake a salary review each year and any change in the level of remuneration awarded by the Company shall be at the sole discretion of the Company and you shall have no rights, contractual or otherwise, whether express or implied to any increase in the level of your remuneration. There will be no review of the salary/ remuneration, after notice of termination has been given by either party. Further, all the benefits, including but not limited to, variable pay/performance based pay, which are declared but not paid, get forfeited upon termination/separation notice has been given by either party. The Company may, in its absolute discretion, pay you a performance based incentive or variable pay, at such intervals and subject to such conditions as the Company may, in its absolute discretion, determine, from time to time. This will be determined in accordance with the applicable Company variable pay scheme in force, from time to time.

3. Obligation for Tax

All applicable taxes, whatsoever, pertaining to the various compensation components shall be borne by you. With the exception of the obligation to withhold tax at source, the Company assumes no responsibility for your personal tax affairs. It shall be your responsibility to file tax returns with the appropriate authority.

4. Probation and Confirmation

4.1 You will be on probation for a period of 6 (six) months from the date of your appointment which may be extended by the Company at its sole discretion ("Probation Period"). Your services at the end of Probation Period shall be treated as confirmed unless the Probation Period is specifically extended by the Company in writing. No separate confirmation letter will be issued to you for the confirmation but you will be notified in accordance with the Company policies. During the Probation Period, either side can terminate this appointment by giving 30 (thirty) days' notice in writing or payment in lieu thereof.

4.2 If you choose to terminate this Appointment during the Probation Period, then the Company reserves the right to recover from you all expenses incurred, including but not limited to, with regards to any training, relocation expenses provided to you, any payment made to your former employer for adjusting your notice period, in accordance with the Company policies.

4.3 However, the Company reserves the right not to accept payment in lieu of notice period and its sole discretion enforce the notice period.

5. Medical Examination

Your appointment is subject to you being found medically and mentally fit to work in the Company. Please refer to Annexure 3 to find more details regarding medical check-up required to be done prior to joining the organization. You will be required to undergo medical examination periodically by the management if your position demands the same. You agree that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor. Refusal of the same will be treated as an act of indiscipline on your part.

6. Leave

The Company's leave year runs for a Calendar Year. The right to paid leave will accrue pro-rata during each calendar month of employment. If, on termination you have taken more working days paid leave than your accrued entitlement, the Company is authorized to deduct the appropriate amount from amounts owed by the Company to you, including but not limited to salary and termination payments. If you have leave entitlement still owing, the Company may, at its sole discretion, require you to take such outstanding leave during any notice period or make a payment in lieu. Leave shall be taken at such time or times as shall be approved in advance by your reporting manager. You shall not carry forward any accrued but untaken leave entitlement to a

subsequent leave year unless you have been unavoidably prevented from taking such leave during the relevant leave year by virtue of a period of long-term sickness, statutory maternity, paternity or adoption leave. For the purposes of this clause one day of pay shall be taken to be 1/30 of your monthly Basic salary. In any case you shall be governed by the Company's policy in this regard.

7. Retirement

The retirement age is 58 years. You will superannuate on the last day of the month when you attain 58 years of age. Your date of birth shall be considered as recorded in identity proof (issued by government) submitted by you during joining the Company.

8. Transfer/Deputation

8.1 You shall presently operate from the Company's office and would be based at **Gurugram**. The Company may, however, at its sole discretion, pursuant to giving you reasonable notice, transfer or assign your service to any place of business of the Company or the Group that may be presently operating, or which may subsequently be acquired or established, in any part of the world.

8.2 The Company or the Group also reserves the right to offer you 'Composite Employment' status within the Sterlite Group Companies. This is based on the Company's or the Group's policy to share its valued and talented resources within its Group Companies in order to achieve maximum efficiency, productivity and optimum use of resources. In such a scenario, your reporting and work responsibilities shall be towards the respective Companies/Employers in whose favor you have been provided with 'Composite Employment' status. However, the total compensation to be received by you from the Group shall continue to be governed by the terms and conditions laid down under this Appointment Letter. That is to say, even when you have been offered the 'Composite Employment' status in terms of the Group's policies, you shall not be entitled to any additional remuneration.

8.3 The Company may depute you to work or assign your services to any associate company, sister company, subsidiary or other company / concern / organization / firm with whom the Company may make such arrangement or agreement either in India or in any part of the world keeping your experience, expertise, functional knowledge and management skills in mind. Your terms and conditions of service may be altered to bring them in line with those prevailing in such company to which you are deputed or to which your services have been assigned to. In the event of you being deputed overseas for any long-term training and operations you shall sign a supplementary service agreement as per the rules, policies, procedures and practices of the Company.

9. Responsibilities & Duties

9.1 You shall perform all the duties, tasks, works and responsibilities assigned to you by the Company, most diligently and to the best of your ability as are inherent in your position/designation and such other additional duties as the Company may call upon you to perform, from time to time. The Company prides itself as a Company with highest order of ethical conduct, discipline and good conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company, it is important that you fully understand this philosophy and the policies governing it. While, the Company values every employee as an asset of the Company, it will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company property, theft, cheating or any such act of any individual or body of individuals. You are expected to ensure compliance of Company's health or safety policies and laws applicable to your area of job responsibility. Any violation of these norms shall constitute misconduct, for which you shall be subjected to disciplinary action.

9.2 In addition, you may be required by the Company to travel to such location/s as may be necessary in the interest of the Company's business. The Company shall reimburse you all such expenses incurred by you as per the prevalent reimbursement policy of the Company.

10. Testimonials

10.1 You are required to produce the requisite documents listed in Annexure 2 on or before the date of joining the Company to the Human Resource department.

10.2 Your appointment is based on the understanding that the information given by you during the interviews and subsequent interactions are true and complete. Your employment is also contingent upon:

10.2.1 Satisfactory verification of antecedents, all your past employment details, educational testimonials, etc.

10.2.2 Your ability to work for the Company or the Group without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

10.3 If it is found at anytime (even after your joining the Company) that any information as provided by you is found to be incorrect or false, then this appointment may be withdrawn and your services may be forthwith terminated without any notice period or pay thereof or any end of service benefits. Company's decision in this behalf will be final and binding on you and the Company is not bound to provide you with any clarification/information. Further, the Company may, at its sole discretion, initiate any legal action against you for such misrepresentation.

11. Professional Ethics

11.1 You will at all times maintain absolute integrity, work with devotion to duty and maintain dignity of the office of employment. You shall conduct yourself in a manner, conducive to the best interests and prestige of the Company as well as the management. Any violation of this norm shall constitute misconduct, for which you shall be subjected to disciplinary action.

11.2 You must deal with the Company's money, material and documents with utmost honesty and professional ethics in accordance with the guidelines and advise of the Company or any officer of the Company appointed in this regard. Further, you must always work in the best interest of the Company.

12. Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of its guidelines, standards, rules, policies and practices from time to time, and those changes will apply to your job responsibilities and be binding on you after the effective date of the change. In matters not herein specified, you shall be governed by the general rules of the Company, as are in force from time to time. All the clauses of your employment will be guided by the Company policy. The Insider Trading Policy is enclosed as Annexure 4 and the Information Security Policy is enclosed as Annexure 5 to this Appointment Letter.

13. Data Protection and Privacy

13.1 You agree and consent that, for legitimate purposes and to manage your employment related activities, the Company may collect, process, disclose, transfer, store or dispose personal data relating to you, including but not limited to, sensitive personal data related to physical or mental health, medical history, employment history, legal proceedings, passwords, any government-issued identification numbers and personal financial information. When you provide the Company with personal data relating to

your family members, you hereby represent that you have explicitly informed them of the potential collection, processing, disclosure, transfer, storage and disposal of their personal data and have obtained necessary consents from those family members to enable the Company to process their personal data.

13.2 You acknowledge, agree and consent that the Company shall utilize your personal data for legitimate purposes, lawfully, fairly and in a transparent manner, including but not limited to, human resources, employee welfare programs, payroll, vehicle lease, travel, insurance, regulatory, audit, medical, IT, corporate credit card, rewards and recognitions, surveying, taxation, administration, investigation, analytics, videography, photography and profiling related processes. For the purpose mentioned above, the Company may share or transfer your personal data with affiliate or group companies, data processors, and/or third parties outside local jurisdiction of your employment or residence or authorize them to directly collect and process such personal data. In addition, personal data about your family members may be collected and processed, including but not limited to, for insurance registrations and policies, and/or employee welfare programs.

13.3 The Company monitors its IT assets, software, internet and/or any other resources which have been provided to you to be used for business purpose only. The Company has implemented safeguards which are designed to protect your personal data from unauthorized access, use or disclosure. If necessary, the Company will recover the IT asset and software provided to you, as and when required. While the Company may transfer your personal data to affiliate or group companies, data processors and/or third parties, the Company shall ensure that the recipients of such data have appropriate controls to protect your data from unauthorized access, disclosure or use. Accordingly, you represent that all information given by you till date or that you shall provide in course of your employment will be true, correct, and complete to the best of your knowledge.

13.4 In certain circumstances, you have the right to request from us access to your personal data, to rectify or erase your personal data, to restrict processing your personal data, to object to processing your personal data, to request for data portability. We only keep personal data for as long as we need for employment purposes. This may vary depending on local employment requirements.

14. Termination Notice

14.1 After confirmation post the Probation Period, this Appointment Letter can be terminated by either party by giving a prior written termination notice of sixty (60) days to the other party. The Company may, at its sole discretion, waive any part or whole of the said notice period, upon written request thereof by the Employee, by accepting payment of salary in lieu of serving (part or whole of) the notice period and terminate the employment. The Company shall also be entitled to terminate the employment of the Employee forthwith by paying to the Employee the salary in lieu of the notice period.

14.2 If you are absent from work for any reason, you must notify your Reporting Manager, of the reason for your absence as soon as possible on the first day of absence. In all cases of absence, a self-certification form, must be completed on your return to work and supplied to your Reporting Manager. For any period of incapacity due to sickness or injury which lasts for three consecutive days or more, a doctor's certificate stating the reason for absence must be obtained at your own cost and supplied to your Reporting Manager. Further, certificates must be obtained if the absence continues for longer than the period of the original certificate. Absence from work, without any intimation, if lasts for more than 7 (seven) days, then it will result in termination of employment/Appointment Letter, subject to Company discretion.

14.3 The Company may terminate the employment on the statutory minimum period of notice (subject to the provisions of applicable law, if any) if you have:

- a. Been incapacitated by reason of ill-health or injury from performing your duties under this Agreement;
- b. Become incapable by reason of mental disorder of managing and administering their property and affairs or of undertaking duties under this Appointment Letter.

14.4 The Company may terminate your employment forth-with if you have:

- a. at any time, in the opinion of the Company, been found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, theft, fraud, underperformed after repeated counseling, absent yourself for more than 7 (seven) days without informing the Company/ Reporting Manager and / or giving valid reasons or with holding of any information in the Human Resource Information Form or of any other form of misconduct, negligence or have acted in a manner detrimental to the interests of the Company and/ or as per the provisions set out in Sterlite Power Conflict of Interest Policy, your services are liable for termination with immediate effect and in this case notice pay will not be payable.
- b. Committed any breach such as gross misconduct, gross incompetence or negligence or any repeated or continued breach (after warning) and breach of confidentiality obligations under this Appointment Letter;
- c. Been guilty of conduct which, in the management's reasonable opinion, brings or is likely to bring you or any Group Company into disrepute;
- d. Become bankrupt or had an interim order made against you under the Insolvency & Bankruptcy Code, 2017 or compounded with your creditors generally;
- e. Being convicted/charged with committing criminal offence which, in the opinion of the Company damage the Company's trust and confidence in you,or
- f. Cease to be eligible to work in the country or in any other country to which you are seconded or transferred or in which you are employed or in which you are carrying out the duties.
- g. Have non-compete in force signed with previous employer in same line of business.
- h. If you are guilty of going on an illegal strike or inciting, abetting or instigating or acting in furtherance thereof; or willfully slowing down performance of work.
- i. If you absent yourself from your place of work for more than 7 days without informing the Company and / or giving valid reasons, therefore being deemed to have abandoned the services of the Company.
- j. If your performance is found to be below expectation of the management and repeated counseling has resulted in no improvements.

14.5 In the event your service is terminated for any of the above reasons, notice pay, and end of service benefits will not be payable. The Company reserves its rights to withhold any work, assignment, access to office premises, access to official computer etc. from the employee, if the conduct involves an offence of moral turpitude.

14.6 In case of termination at any time due to any of the above-mentioned conditions, all compensation and benefits enjoyed by you shall cease as on the termination date and if such termination happens within twelve (12) months from the date of this Appointment Letter, all relocation expenses if any borne by the Company as per policy shall be either fully reimbursed by you and/or adjusted against your full and final settlement.

15. Post Resignation/Termination

On resignation and/or termination of this Appointment Letter,

15.1 You will immediately deliver to the Company all materials, all credit cards, motor cars, car documents, keys and other property of or relating to the business of any Group Company which may be in your possession or under your power or control, and if you should fail to do so the Company is irrevocably authorized to appoint some person in your name and on your behalf to sign and deliver any documents or do any things necessary to give effect thereto

15.2 You will sign an undertaking at the time of separation from the Company ("Separation Undertaking") stating that you have adhered to or shall adhere to, fully and unconditionally, all your obligations arising from this Appointment Letter, including without limitation, those in relation to Post Resignation/Termination, Confidentiality, Company Property and Intellectual Property Rights, Non-Solicitation and Non-Compete. You understand and acknowledge that the Separation Undertaking shall, for all legal and practical purposes, be deemed a pre-condition for separation, issuance of certificates of experience, conduct and relieving, and full and final settlement and is necessary for protecting the legitimate business interests of the Company.

15.3 You shall immediately resign from any office you hold with any Group Company (and from any related trusteeships) without any compensation for loss of office. Should you fail to do so you hereby irrevocably authorize the Company to appoint some person in your name and on your behalf to sign documents and do anything to give effect to your resignation from office;

15.4 You shall immediately pay to any Group Company, all outstanding loans or other amounts due or owed to any such Group Company. You confirm that, should you fail to do so, the Company is to be treated as authorized to deduct from any amount due or owed to you by any Group Company a sum equal to such amounts;

15.5 Notwithstanding anything contained in this Appointment Letter or otherwise, in the event of you giving termination notice, within 12 (twelve) months of your date of joining, the reimbursements/allowances if any made to you on account of relocation and shortfall of notice pay to your previous employer, shall be recovered in full from your final settlement amount.

15.6 Notwithstanding anything contained in the contract, upon Termination of employment, the Company reserves the right to make a payment in lieu of any unexpired part of the notice (notice pay). For this purpose, you agree that pay in lieu will consist of your basic salary for the relevant period of unexpired part of the notice and will exclude any bonus/variable pay and any other benefits or allowances referable to the Employment. This Appointment Letter does not offer you the right of notice pay and in case Company so wishes, you will be required to serve the entire period of notice. This term is the essence of the Contract.

15.7 Where notice has been served by either party, or at any time during the employment, you shall not contact, except on a purely social basis, Clients, and/or Prospective Clients, Suppliers and/or Prospective Suppliers and/or Relevant Employees. The Company may, during the notice period, require you to be available for work related matters during normal business hours, or give you different duties from those normally carried out under the employment including but not limited to writing reports, statements, accounts or other duties within your competence. The Company shall be entitled to inform business contacts and/or other employees of any Group Company that you have resigned or on notice period. The Company shall be entitled to take possession of any Company Property including but not limited to mobile phones, keys, passes and computers and/or disconnect or re-route any internet or other electronic means of communication including broadband and wireless networks, provided that this shall not affect your entitlement to receive your normal salary and applicable benefits during such period or otherwise. This Clause shall not be in derogation of any other Clause of the Appointment Letter.

16. Confidentiality

16.1 You shall maintain complete confidentiality and do not disclose to third persons or subsequent employers any of the trade secrets or other confidential information of the Company or its affiliates, including but not limited to, proprietary technical data, specifications, methods of business, intellectual property and any other price sensitive information not available in the public domain.

16.2 You shall take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to or received by third parties. Such trade secrets, proprietary technical data, specifications, methods of business, intellectual property and any other price sensitive information shall, at all times, remain the property of the Company.

16.3 The Company and/or its affiliates have and may from time to time in the future receive from third parties confidential or proprietary information ("Third Party Information") subject to a duty of the Company and/or its affiliates to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you shall hold Third Party Information in the strictest confidence and do not disclose to anyone other than personnel of the Company/its affiliates, as required, who need to know such information in connection with their work or use, except in connection with your work for the Company, such Third-Party Information.

16.4 You shall neither during the Employment (except in the proper performance of your duties or with the express written consent of the Board) nor at any time (without limit) after the termination of the Employment except in compliance with an order of a competent court:

- a. Divulge or communicate Confidential Information to any person, company, business entity or other organization;
- b. Use Confidential Information for your own purposes or for any purposes other than those of any Group Company; or
- c. Through any failure to exercise due care and diligence, cause any unauthorized disclosure of any Confidential Information.

16.5 These restrictions shall cease to apply to any information which shall become available to the public generally, otherwise than through breach of the provisions of this Agreement or other default of you. You acknowledge that all information including notes, memoranda, records, lists of customers and suppliers and Employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of any Group Company (and any copies of the same) shall be and remain the property of the relevant Group Company; and shall be handed over by you to the Company on demand and in any event on the termination of the Employment.

16.6 You will ensure that you will not disclose to Company any privileged information which you are bound not to disclose to any third party under any agreement with previous employer or otherwise and Company will not have any responsibility for willful / accidental disclosure of any such information made by you. The Company is free to take any disciplinary action, including having lien on dues to you and also appropriate legal action, if you are found to be in breach of confidentiality obligations.

16.7 The Company reserves the right to take legal action in the event of breach of confidentiality of information during the employment or after your exit from the employment. It is agreed between the parties that any breach of confidentiality (including confidential information regarding financial, legal, Intellectual property, Business Strategy, Client Base or any other price sensitive information) after cessation of the employment contract by the Employee, shall entitle the Employer to take all necessary actions under law for protection of confidentiality and to recover any or all damages whether quantified or unquantified from the Employee apart from other remedies available in law.

17. Company Property and Intellectual Property Rights

17.1 You shall always maintain Company property, in good condition, which may be entrusted to you for official use during the course of your employment. You shall not use Company resources for any commercial activities save and except as may be required or authorized by the Company or for personal gain.

17.2 You shall not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person(s)/client(s) of the Company or any person(s) with whom you may have official dealings.

17.3 Any and all intellectual property including but not limited to inventions, discoveries, improvements, copyrightable material, trademark ideas and concepts (hereinafter collectively referred to as "IP"), which you may make or conceive, either solely or jointly with others, during the period of your employment shall be deemed to be the sole property of the Company and you hereby waive any right, title, interest and/or ownership, if any, in the same in favor of the Company. Further you shall promptly disclose to the Company all such IP. You shall execute and deliver to the Company, promptly upon request of the Company thereof, any instruments or documents considered by the Company to be necessary and desirable to evidence, effectuate and confirm the Company's right, title, interest and/or ownership in such IP.

17.4 You hereby agree to, at all times, assist the Company in every proper way to patent or register the said IP in any and all jurisdictions and to vest title thereto in the Company, its successors, assigns or nominees. Upon termination of your employment with the Company for any reason whatsoever, you shall have no right to use, in any manner whatsoever, any IP or any part thereof belonging to the Company, whether registered as aforesaid or not.

17.5 You agree to defend, indemnify and hold the Company harmless from and against all claims, demands, damages, injuries, expenses, and liability arising from your acts or omissions. You agree to defend, indemnify and hold the Company harmless from and against all claims, demands, damages, expenses, injuries, liability, suits and proceedings asserted or brought against the Company on a claim that any materials, software or other writings or articles developed by you for the Company during the course of your performance under this Agreement constitute an infringement of any patent or copyright.

17.6 The Company agrees to defend, indemnify and hold you harmless from all lawful acts, actions, forbearance or activities duly authorized by the Company and undertaken by you in official capacity as an employee of the Company and for and on behalf of the Company in its usual course of business.

17.7 Violation of the abovesaid terms would be viewed as misconduct and/or breach of this Appointment Letter and shall be dealt with disciplinary action and/or in accordance with the consequences of breach under this Appointment Letter.

18. Non-Solicitation

You hereby agree that during the term of employment with the Company and for a period of 24 (twenty-four) months following termination of your employment, you will not directly or indirectly whether on your own account or jointly in association with or on behalf of any third party, in competition with the Company or any relevant Group company:

- a. Solicit, canvas, deal with, accept orders or endeavor to obtain business from any person, firm or corporation who was a client or customer or potential client of the Company or any Group company at the date of termination of your employment and with whom you were dealing in the 12 (twelve) months preceding termination of your employment thus using the contacts and relationships developed by you for and on behalf of the Company while working with the Company;
- b. Solicit or recruit or entice away or procure employment for, or endeavor to solicit or recruit or entice away or procure employment for, any employee of the Company or any Group company in an executive, managerial, administrative or sales capacity employed by the Company or any Group company at any time coinciding with your employment in the Company or, as the case may be, at the date of termination of your employment in the Company;
- c. Use, recollect or seek to duplicate any customer base or Subscription based used by the Company or any Group company
- d. At any time after termination represent yourself as being in any way connected with or interested in the business of the Company or any Group company.

19. Non-Compete

19.1 Non-Compete Scheme & Obligations of the Scheme:

- a. During the term of employment with the Company, you shall work exclusively for the Company ("Company" means Sterlite Power Transmission Limited and its subsidiaries and its group companies).
- b. During the term of employment with the Company, you shall not, directly or indirectly, accept, whether for profit or otherwise, executive, or any directorship, partnership or similar position in any other company/entity who are engaged in the manufacturing of same or similar products or undertaking similar business/ services as energy transmission.
- c. During the term of employment with the Company, you shall not, indulge, carry on, participate and/or be involved in any business or activity either directly or indirectly, through any other entity, which will, in any manner, be in competition with the business marketed or provided by the Company.
- d. During the term of employment with the Company, you shall not, join employment with any of the Company's customers, vendors, contractors, competitors, manufacturers, etc. carrying on the same or similar business of the Company.

- e. During the term of employment with the Company, you shall not for any reason whatsoever, carry on or be interested/concerned in or engage in, directly or indirectly, whether as an employee of any customer, individual, shareholder, partner, joint venture partner, collaborator, consultant, advisor, contractor, director, committee member, officer, agent, trustee or any manner whatsoever, whether for profit or otherwise, any other business which competes with the business of the Company.
- f. You hereby declare that you understand and acknowledge that your role is expected to expose you to very sensitive information of the Company which is highly crucial for its business success. You appreciate and acknowledge our concerns regarding potential improper use or disclosure of our Confidential Information or trade secrets or know-how, in particular to our projects and strategies, products, their designs, manufacturing processes and related technologies, acquired by you in the course of your employment with us or any of our associated companies, as a result of your intended future employment with any of our competitors or otherwise. Accordingly, you agree that you will not, directly or indirectly, perform any activity or exercise any strategic or managerial function or participate in any partnership, joint venture, corporation, trust, unincorporated organization or any other body corporate or legal entity, which competes with the business of the Company for a period of twelve (12) months after termination of your employment with us that will result in any form of use or disclosure of our Confidential Information or trade secrets. For the sake of clarity, nothing contained herein shall permit you, in any manner whatsoever, to use or disclose any of our Confidential Information or trade secret during or after the said period of twelve (12) months, until they cease to be Confidential Information or trade secret pursuant to them becoming available to the public generally, otherwise than through your breach of the provisions of this Agreement. You understand that in taking the position embodied in this contract, the Company is not attempting unreasonably to restrict your employment opportunities in any other company after the termination date of your employment with the Company, but is acting only to safeguard our legitimate, protectable interests.

19.2 You shall, during the period of two (2) years after termination of employment, continue to be under an obligation to give prior notice to the Company, if you engage as an officer, director, proprietor, employee, partner, investor, consultant, advisor, agent or otherwise, in any business which competes with the Company's business. Such intimation must be given by a letter sent by first class courier or registered post and addressed to a person to whom you were last reporting during your employment and the Head of Human Resources of the Company. Such letter should include information about the proposed employer, nature of responsibility and location of work.

19.3 You will have the obligation to inform your employers about your non-compete and confidentiality obligations with the Company and copy of such intimation will be annexed to the aforesaid letter. This term is the essence of this Appointment Letter and non-compliance will be viewed seriously and appropriate legal action will be initiated against you for such breach.

20. Conflict of Interest and Other Compliances

20.1 Apart from what you have disclosed, during the term of employment with the Company, you agree and undertake not to directly or indirectly, associate or engage with any party or parties for pecuniary benefit, which may or may not be in the nature of employment, including but not limited to any role as an advisor, partner, employee, financial investor, financial advisor, consultant or in any other capacity in any similar or other business, trade or profession, whether or not such assignment is in conflict of interest with your employment or with any business activity or activities undertaken or to be undertaken by the Company..

20.2 In the event you wish to hold any such role, you may only do so upon receipt of prior written consent from the Chairman of the Company or concerned authority. You shall not engage in any commercial activity outside this employment under this Appointment Letter without the prior written consent of the Company, nor in any activity prejudicial to the activities of the Company.

20.3 You shall avoid any potential conflicts between your personal family interest and that of the Company in any dealings with third parties. Any such interests, including directorships, ownerships, shares or contracts, etc. must be informed to the Company in advance.

20.4 The Company is committed to avoidance of corrupt practices in all its commercial and business dealings. The offer or acceptance of any gift, money, reward, compensation or any benefit in kind as a bribe or inducement to doing business or for your personal gains or otherwise placing yourself under pecuniary obligation to any person(s)/client(s) of the Company or any person(s) with whom you may have official dealings is expressly forbidden as is the offer or acceptance of cash or improper use of Company's funds or assets. You shall not engage any of your related parties into the business matters or business associations resulting conflict of interest.

20.5 You shall, at all times, comply with all the policies of the Company, including but not limited to Company's Code of Conduct & Business Ethics in force

21. Entire Agreement

This Appointment Letter sets out the entire agreement and understanding between the parties and shall be in substitution for any previous letters of appointment, agreements or arrangements (whether written, oral, express or implied) between the Company and you and for any terms of employment previously in force between the Company and you. Each of the obligations contained in these contract clauses is an entirely separate and independent restriction on you, despite the fact that it may be contained in the same phrase or sub-clause, and if any part is found to be unenforceable, the remainder will remain valid and enforceable. The restrictions are considered by you and the Company to be reasonable, but in the event that any such restriction is held to be void or ineffective but would be valid and effective if some part thereof were deleted such restriction shall apply with such modification as may be necessary to make it valid and effective.

22. Severability

Notwithstanding the foregoing, if a final judicial determination is made by a court having jurisdiction that the time or territory or any other restriction contained in any part of this Employment Letter clause is held as unenforceable, then such provisions shall not be rendered void but shall be deemed amended to apply as to such maximum time and territory and to such other extent as such court may judicially determine or indicate to be reasonable. Alternatively, if the competent court finds that any provisions contained herein are unenforceable, and such provision, restriction or remedy cannot be amended so as to make it enforceable, such finding shall not affect the enforceability of any of the other provisions or restrictions contained therein or the availability of any other remedy. You acknowledge that you have understood and willfully agreed to the conditions of this clause.

23. Supersession

23.1 These terms of appointment supersede any other terms or conditions that may have been stated prior to the issue of this letter and shall remain in force during your term of appointment with the Company, or till such time that any change in these terms and conditions is notified to you in writing. For the purpose of clarity please note that this letter of appointment comprehensively covers all your terms and conditions of appointment with the Company, including your compensation and benefits, which are expressively stated herein above. The Company reserves right to modify the terms of appointment in the best interests of organization and business.

23.2 You may be required to execute Non-Disclosure, Non-Solicitation and Confidentiality Agreement with the Company during the course of your employment. This Appointment Letter shall be read in conjunction with the Non-Disclosure, Non-Solicitation and Confidentiality Agreement and Employee Handbook on Code of Conduct and shall collectively constitute the entire understanding between the Company and you. The Company shall be entitled to make policy declarations from time to time

pertaining to any matters with respect to your employment, and may alter the same from time to time at its sole discretion. Notwithstanding Clause 22.1, all such declarations shall be binding on you and shall override this Appointment Letter, the Non-Disclosure, Non-Solicitation and Confidentiality Agreement and the Employee Handbook to that extent.

24. Remedies for Breach

24.1 You recognize and acknowledge that if you breach or attempts or threaten to commit a breach of, any of your obligations under this Appointment Letter, in addition to the right of the Company to claim refund of Non-Compete Consideration paid to you, the Company shall be entitled to:

- a. Claim indemnity for any losses or damages suffered by the Company and you agree to indemnify, hold harmless and keep the Company (including its directors, officials, employees, etc.) indemnified against (a) any loss, damage, harm, injury suffered or incurred; (b) any third party claims; and (c) all notices, claims, demands, actions, suits or proceedings given, made or initiated against the Company (including reasonable legal cost), on account of or arising out of any default/ breach committed by you of the terms and conditions as contained herein or any policies of the Company.
- b. Seek injunction from courts restraining you from joining and/or associating with any of its competitor; or seeking any other appropriate remedy.
- c. Sue for damages for breach of contract.

25. Notice

Any notice to be given under this Agreement to you may be served by being handed to you personally or by being sent by first class post to you at your last known address for service; and any notice to be given to the Company may be served by being left at or sent by first class post to its registered office for the time being. Any notice served by post shall be deemed to have been served on the day (excluding Sundays and statutory holidays) next following the date of posting and in proving such service it shall be sufficient proof that the envelope containing the notice was properly addressed and posted as a prepaid letter by first class post.

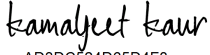
26. Governing Law and Arbitration

The aforesaid terms of appointment shall be governed by the laws of India and courts at Delhi shall have exclusive jurisdiction over matters/ disputes arising out of this Appointment Letter. In the event of any dispute regarding the terms and conditions of your appointment letter, as above, the same shall be referred to the arbitration, consisting of 1 (one) arbitrator to be mutually appointed by both the parties, In the event parties fail to appoint the arbitrator within a period of 30 days from the date of written notification of arbitration, then such sole arbitrator shall be appointed in accordance with the terms of this Arbitration & Conciliation Act, 1996 (as amended from time to time). The decision of the arbitrator shall be final and binding on both the parties. The seat and venue of arbitration shall be Delhi.

27. If all the above terms and conditions are acceptable to you, please confirm the acceptance of this appointment letter by signing the duplicate copy of the same and returning it to us at the earliest. In case you do not communicate your non-acceptance within 15 (fifteen) business days of communication, the same will be deemed to have been accepted by you. However, in case you communicate your non-acceptances, then both the parties will do best efforts to resolve the issue. However, if there is no agreement on the same, within 15 (fifteen) days after communication of such non-acceptance, then this Appointment Letter will be treated as cancelled with immediate effect, subject to notice period conditions.

We are happy to welcome you on board and look forward to a long and mutually rewarding association.

For Sterlite Power Transmission Limited

DocuSigned by:

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Kamaljeet Kaur
Chief Human Resources Officer

I hereby confirm that I have read and understood the terms and conditions of this Letter of Appointment and agree and accept the same.

DocuSigned by:

1D917B5095AE46E...

Name of the employee Ankita Dhull
Date: 21-07-2023 | 9:44:32 AM IST

- Encl: **Annexure 1:** Compensation Details
Annexure 2: List of Documents required at the time of joining
Annexure 3: Pre-Employment Health Check-up
Annexure 4: Insider Trading Code
Annexure 5: Information Security Policy

ANNEXURE 1
COMPENSATION DETAILS

Name: Ankita Dhull		
Grade: YLPT		
Designation: Graduate Engineer Trainee		
COMPENSATION DETAILS		CTC (INR)
(I) Monthly Payments		
Basic Pay		18,000.00
Statutory Bonus		3,600.00
Flexible Benefit Plan*		35,375.00
Total Monthly Fixed		56,975.00
Total Monthly Payments (Annualized) (I)		683,700.00
(II) Annual Retiral Payments:		
PF Employer Contribution**		25,920.00
Gratuity Provision		10,385.00
Total Annual Retirals Payments (II)		36,305.00
A. FIXED TOTAL ANNUAL EARNING (I+II)		720,005.00
(III) 50-50 Variable Pay Scheme***		80,000.00
B. Annual Variable Pay		80,000.00
Total CTC (A+B)		800,005.00
TOTAL CTC		8.00 Lacs

***Flexible Benefit Plan**

Employee declares which of these benefits would be availed by him/her as part of Flexible Benefit Plan

Component	Eligibility
House Rent Allowance	Upto 50% of Basic
National Pension Scheme	Upto 10% of Basic
Child Education Allowance	Upto Rs. 1200 pa /child upto 2 children
Child Hostel Allowance	Upto Rs. 3600 pa /child upto 2 children
Meal Voucher	Upto Rs. 26400 pa
Telephone Reimbursement	Upto Rs. 18000 pa
Books and Periodicals	Upto Rs. 18000 pa
Uniform Washing Allowance	Upto Rs. 18000 pa for Plant locations only
LTA (Annual Component)	Upto 3 months basic pa
Vehicle Reimbursement - for owned car	Upto Rs. 39600 pa
Vehicle Reimbursement - for Company leased Car:	
Car Lease	Upto Rs. 0 pa
Driver Reimbursement (Part of Car Lease)	Upto Rs. 0 pa
Fuel Reimbursement (Part of Car Lease)	Upto Rs. 0 pa

Wellness Benefit - as per company policy**You are covered under Group Mediciam, Group Personal Accident & Group Life Insurance Plans as per Company Policy.**

Benefit	Eligibility	Cover
Group Mediciam	Employee, Spouse, upto 2 children & one set of Parents/Parent in Laws	500,000.00
Group Life Insurance	Employee	2,500,000.00
Group Personal Accident	Employee	3,000,000.00
Executive Health Checkup	Employee	Once a year as per policy

Note:

- *You will be able to structure your compensation as per company's Flexible Benefit Plan, if applicable. Ref Flexible Benefit Plan Section in this Annexure for details.
- Uniform Washing Allowance is applicable for employees based at Plant locations only. It may be claimed under Flexible Benefit Plan.
- **Provident Fund- For employees whose monthly Basic is below Rs. 15000 per month, if sum of Basic, Flexible Benefit Plan and Statutory Bonus components \geq Rs. 15000 then PF contribution will be considered as Rs. 1800 per month. For employees whose monthly Basic is more than Rs. 15000, PF contribution will be calculated at 12% of Basic.
- Gratuity is payable after five completed years of continuous service, as per applicable laws.
- The Employer shall deduct from compensation, central and state taxes on income, all types of social security contributions, contribution for insurance and such other deductions as the law now or from time-to-time as required. The opinion of Company in terms of deductions will be final.
- ***The actual Variable Pay payout shall vary from 0 to 150% of the above mentioned Variable Pay payout. Any remuneration in the nature of performance based incentive, Variable Pay, is strictly discretionary and payable entirely at the option of management. This payment is non-binding and non obligatory on the Company. The Company is not bound to give any reason whatsoever for non-payment of the same. This amount, after it is declared to be paid, is payable only in case the employee is in employment on the date of payment.

DocuSigned by:



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Authorised Signatory

ANNEXURE 2
List of documents required at the time of joining

You are required to produce the following on or before the date of joining the Company to the Human Resource department in both hard copy and soft copy formats.

- (i) Four recent colored photographs;
- (ii) Copies of all educational certificates;
- (iii) Copies of all Experience Certificates;
- (iv) Document evidencing your Tax Code, if any;
- (v) Adhaar Card (Social Security) Number, if any;
- (vi) Acknowledged Copy of resignation letter to and relieving letter issued by the previous employer;
- (vii) Appointment letter issued by the previous/ existing employer;
- (viii) Non-compete/Confidentiality agreement, if any, signed with the existing employer;
- (ix) PAN Card;
- (x) Medical test reports along with medical fitness certificate; and
- (xi) Any other relevant documents that are necessary to evaluate the credentials.

ANNEXURE 3

Medical Check-up to be done at a reputed hospital – list of tests given below: -

1. Blood Sugar AC & PC
2. Fasting Lipid Profile
3. HB. WBC total & Diff Count
4. ESR
5. Ser. Creatinine
6. Urine Routine Examination
7. Chest X-Ray - PA view
8. ECG

For employees who are above 40 years old they must also undergo TMT along with ECG. All test reports to be submitted at the time of joining.

IMP NOTES:

- Maximum Reimbursement limit for medical test is Rs.5000 /-. You are requested to get medical fitness certificate & reports of all above-mentioned tests.
- Kindly carry original traveling (boarding passes of airline if applicable) and medical bills for reimbursement purpose.

ANNEXURE 4
Insider Trading Code

The Board of Directors of Sterlite Power Transmission Limited has adopted "Insider Trading Code" which was amended from time to time and communicated to all the employees.
The code is statutorily binding on:

1. Members of the Board of Directors
2. Designated employees (as defined in the Code)
3. Officers of the Company (as defined in the Code)

Please note that even if you do not fall in aforesaid category however if you get access to Company's confidential information (rightly or wrongfully) you are bound to comply with the code to the extent of not dealing in company shares based on this information. The Company Secretary is the Compliance Officer, with the responsibility to ensure proper communication and implementation of the Code. The objective behind the code is to prevent insider trading in shares of the Company by any person based on such person's access to price sensitive information and to maintain transparency in share dealings.

All the persons to whom this code applies are obliged


1. Not to deal directly or through third persons, in shares of the Company on the basis of price sensitive information and during the period when trading window is closed,
2. To properly maintain data base of price sensitive information,
3. To provide half yearly and annual disclosures as stated in the Code, and
4. To obtain pre clearance before certain transactions of shares.

Please sign the copy of this communication as acknowledgement and acceptance of the Code and return to HR Dept. If you have any doubts/queries, you may contact the Compliance Officer/HR department.

I hereby accept and adhere to the above-mentioned terms and conditions.

Name: Ankita Dhull

Date: 21-07-2023 | 9:44:32 AM IST

Signature: 
1D917B5095AE46E...

4th Floor, Godrej Millennium, 9 Koregaon Road, Pune, Maharashtra - 411001, INDIA
CIN: U74120PN2015PLC156643 | www.sterlitepower.com

ANNEXURE 5
Information Security Policy

Sterlite Power Transmission Limited (Company) is committed to adopt and enforce the policies and procedures as laid out in its Information Security Policy.

It is the responsibility of all users using the resources of the Company to comply with all Information Security Policies and Procedures. When an employee has a user id for any automated information system of the Company, he/she acknowledges that he/she is a "user" as defined in the Information Security Policies & Procedures manual and must comply with the security measures specified within the Information Security Policies & procedures manual.

As a user, you acknowledge that you are in possession of the information resources of the Company. This means that the undersigned must protect these information resources from unauthorized activities including disclosure, modification, deletion, and usage. You are expected to uphold these standards in day-to-day activities, comply with all applicable policies and procedures. Failure to read and/or acknowledge the policy does not exempt an employee from his/her responsibility to comply the same

You have read the relevant handbooks understand the procedures described therein and agree to abide by the policies and guidelines described therein, which are subject to changes/ modifications form time to time. You furthermore understand that violators of these policies and guidelines are subject to disciplinary measures as described in the policy and decided by the concerned authority. You also understand that access to the information systems of the company is a privilege which may be changed or revoked at the sole discretion of the management, and which automatically terminates upon an individual's separation from the company.


The Information Security Officer is the custodian for the Information Security Policies and Procedures of the company and any communication on the said subject should be addressed to sterlitepower.cybercell@sterlite.com

Please sign the copy of this communication as acknowledgement and acceptance of the policy and return to HR Dept.

I hereby accept and adhere to the above-mentioned terms and conditions.

Name: Ankita Dhull

Date: 21-07-2023 | 9:44:32 AM IST

DocuSigned by:
Signature: 
1D917B5095AE46E...

4th Floor, Godrej Millennium, 9 Koregaon Road, Pune, Maharashtra - 411001, INDIA
CIN: U74120PN2015PLC156643 | www.sterlitepower.com

To,

Miss. Himanshi Kashyap,

60/2 Ashok Nagar, Tilak Nagar New Delhi 110018 Delhi,

05 Dec 2023

Welcome aboard! We are pleased to have you join us as **Senior Customer Care Executive**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,

Preeti Shirke

Head Recruitment | Teleperformance