



Design Collective Media &  
Communications (P) Ltd.

Plot No.-122, Scheme No.-78, Part-2,  
Indore (M.P.) INDIA 452010

P. +91 731 3501417  
ask@theagence.com  
www.theagence.com

CIN : U74300MP2011PTC025192  
GSTIN : 23AADCD991801Z2

## CERTIFICATE

To Whomsoever it may concern

This is to certify that **Ms. Ashita Jain, D/O Mr. Sanjeev Jain**; a student of EMRC, DAVV is currently enrolled as a graphic design intern with our organization.

She joined us on April 20th, 2022 for a 6-month internship and has since expanded into the digital marketing department as well.

She has shown a keen interest in learning new concepts, technologies, and nuances of client service and retention.

  
Jitendra Chaturvedi  
Founder & Director  
20/06/2022





30.10.2021

## CERTIFICATE OF EXPERIENCE

### To Whosoever It May Concern

This is to certify that **Mr Sanskar Bohare** is presently employed as a **Web Developer** by Broomling Technologies, starting from **20th October 2020** for a period of 1 Year and 10 Days.

This certificate is issued upon the request of Mr Sanskar Bohare for whatever purpose it may serve him.

A handwritten signature in black ink, appearing to be "AB", is positioned above a horizontal line.

**Ankit Bohare**  
CEO and Founder

24.06.2022

# CERTIFICATE OF EXPERIENCE

## To Whosoever It May Concern

This is to certify that **Ms Riya Gupta** is presently employed as an **Operations & Marketing Head** by Broomling Technologies, starting from 7th July 2020 for a period of **1 year and 10 months**

This certificate is issued upon the request of Ms Riya Gupta for whatever purpose it may serve her.

A handwritten signature in black ink, appearing to be "AB", positioned above a horizontal line.

---

**Ankit Bohare**  
CEO and Founder

Authorized Signature

For, Black & White News Network Pvt. Ltd.



This is Certify that Miss Nikita Chourasiya, A student of MBA (Media Management-Final year), DAVV University, Indore, Madhya Pradesh has successfully completed 81 Days (From 1<sup>st</sup> April, 2022 to 20<sup>th</sup> June, 2022) internship at Black and White News Network Pvt Ltd. in English Daily Newspaper "First print", Indore. During the period of her internship with us she was found Punctual and hardworking.

### Certificate of Completion

TO WHOMSOEVER IT MAY CONCERN

## **INTERNSHIP COMPLETION CERTIFICATE**

Date: June 22, 2022

This is to certify that Ms. Alisha Sheikh has successfully completed internship program as a Social Media Assistant at my company, Buzzler Digital.

The duration of this internship was from 14<sup>th</sup> May to 14<sup>th</sup> June.

I found Alisha to be very professional, dedicated and responsible towards her work. She strives for perfection in everything she does and her willingness to learn something new as and when needed is commendable. I wish her the very best for future endeavours. Please feel free to contact me for any other information required in this regard.

Sincerely,

A handwritten signature in black ink that reads "Niyanta". The signature is written in a cursive style with a horizontal line under the name.

Niyanta Mulchandani

Proprietor, Buzzler Digital

M: 9009991515

E: niyanta@beautypost.in



March 29<sup>th</sup> , 2022

Anamika Tiwari  
DAVV  
Indore

**Re: - Summer Trainee**

Dear Anamika,

We are pleased to appoint you as a Summer Trainee in Reliance Retail from 4th April 2022 to 22<sup>nd</sup> June 2022 on the following terms & conditions:-

1. This is purely a temporary assignment as a part of your academic pursuit.
2. This does not give any right for claiming employment in the organization at present or in future.
3. During the course of your term you may have to obtain substantial financial and other business related information. You have to give an undertaking for maintaining confidentiality and secrecy in the matters of the organization. You will not make presentation of the organization's Data / Information anywhere without prior permission of the Organization.
4. During the course of your training you are expected to abide by all the rules and guidelines of Reliance Retail.

If these terms and conditions are acceptable to you, you may sign a copy of this letter and return it to us.

Yours faithfully,

**Human Resources**

---

I accept the above terms & conditions.

**Anamika Tiwari**  
**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to read 'Darpana Chavan', written over a horizontal line.

**Darpana Chavan**  
**Asst General Manager– Human Resources**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 67673800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)

**3 January,2022**  
**Lucky Kushwaha**

**Letter of Offer**

Dear Lucky Kushwaha,

We are pleased to offer you a position of **Sr. Business Development Executive** with **Unacademy**. You will be based out of **Bangalore** office.

Your Fixed Cost to Company will be **INR 600,000/-** per annum.

Below would be the breakup of your CTC for your reference.

Your date of joining would be **04 January, 2022**.

You will be issued an Appointment Letter on the date of your joining. The Appointment Letter will set out detailed terms and conditions of your employment.

We wish you a long and successful career with us.

A handwritten signature in black ink, appearing to read "Tina Balachandran", written over a light grey rectangular background.

**Tina Balachandran**  
**VP – Human Resources**

**Annexure**

**SORTING HAT TECHNOLOGIES PRIVATE LIMITED**  
**Maruti Infotech Centre, 3<sup>rd</sup> Floor, A-Block, Domlur,**  
**Koramangala Inner Ring Road, Bangalore- 560 071**

|                            |               |
|----------------------------|---------------|
| <b>Annual Salary (INR)</b> | <b>600000</b> |
|----------------------------|---------------|

|                             |   |
|-----------------------------|---|
| <b>Name of the employee</b> | <b>Lucky Kushwaha</b>                     |
| <b>Designation</b>          | <b>Sr. Business Development Executive</b> |
| <b>Department</b>           | <b>Sales</b>                              |

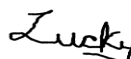
| <b>Details of Flexible compensation</b>          | <b>Annual</b>  | <b>Monthly</b> |
|--|----------------|----------------|
| Basic Salary                                     | 240,000        | 20,000         |
| House Rent Allowance                             | 96,000         | 8,000          |
| Other Allowance                                  | 242,400        | 20,200         |
| <b>Gross Income</b>                              | <b>578,400</b> | <b>48,200</b>  |
| Provident Fund Employer Contribution             | 21,600         | 1800           |
| <b>Total Cost to Company</b>                     | <b>600,000</b> | <b>50,000</b>  |
| Deduction - Professional Tax                     | 2400           | 200            |
| Deduction - Provident Fund Employee Contribution | 21600          | 1800           |
| <b>Total Deduction</b>                           | <b>24000</b>   | <b>2000</b>    |
| <b>Salary before Income Tax Deduction</b>        | <b>554,400</b> | <b>46,200</b>  |

\*The offer of employment is subject to (i) if applicable, successful completion of requisite educational course and award of a degree recognized in India; (ii) satisfactory background verification (including medical clearance, satisfactory replies from referees, verification of personal details and educational credentials) being conducted by the Company (or any third party authorized by the Company) in accordance with its policies as amended from time to time, and (iii) execution of an appointment letter in a form and format prescribed by the Company. (iv) Please note that your appointment is subject to (a) satisfactory completion of the functional training assigned to you, and (b) satisfactory completion of probation period. Please note that if you fail to complete the functional training your services may be terminated immediately without any notice or compensation. If your performance during the probation period is not satisfactory your employment may be terminated by a 15-day notice.

I, Lucky Kushwaha, acknowledge that I have received, read through and understand the contents of this letter and agree to the contents herein.



**Tina Balachandran**  
**VP – Human Resources**



**Lucky Kushwaha**  
**Sr. Business Development Executive**



**3 January,2022**  
**Lucky Kushwaha**

**Letter of Offer**

Dear Lucky Kushwaha,

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Your date of joining would be **04 January, 2022**.

You will be issued an Appointment Letter on the date of your joining. The Appointment Letter will set out detailed terms and conditions of your employment.

We wish you a long and successful career with us.

A handwritten signature in black ink, appearing to read 'Tina Balachandran', with a horizontal line underneath.

**Tina Balachandran**  
**VP – Human Resources**

**Annexure**

**SORTING HAT TECHNOLOGIES PRIVATE LIMITED**  
**Maruti Infotech Centre, 3<sup>rd</sup> Floor, A-Block, Domlur,**  
**Koramangala Inner Ring Road, Bangalore- 560 071**

|                            |               |
|----------------------------|---------------|
| <b>Annual Salary (INR)</b> | <b>600000</b> |
|----------------------------|---------------|

|                             |   |
|-----------------------------|---|
| <b>Name of the employee</b> | <b>Lucky Kushwaha</b>                     |
| <b>Designation</b>          | <b>Sr. Business Development Executive</b> |
| <b>Department</b>           | <b>Sales</b>                              |

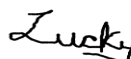
| <b>Details of Flexible compensation</b>          | <b>Annual</b>  | <b>Monthly</b> |
|--|----------------|----------------|
| Basic Salary                                     | 240,000        | 20,000         |
| House Rent Allowance                             | 96,000         | 8,000          |
| Other Allowance                                  | 242,400        | 20,200         |
| <b>Gross Income</b>                              | <b>578,400</b> | <b>48,200</b>  |
| Provident Fund Employer Contribution             | 21,600         | 1800           |
| <b>Total Cost to Company</b>                     | <b>600,000</b> | <b>50,000</b>  |
| Deduction - Professional Tax                     | 2400           | 200            |
| Deduction - Provident Fund Employee Contribution | 21600          | 1800           |
| <b>Total Deduction</b>                           | <b>24000</b>   | <b>2000</b>    |
| <b>Salary before Income Tax Deduction</b>        | <b>554,400</b> | <b>46,200</b>  |

\*The offer of employment is subject to (i) if applicable, successful completion of requisite educational course and award of a degree recognized in India; (ii) satisfactory background verification (including medical clearance, satisfactory replies from referees, verification of personal details and educational credentials) being conducted by the Company (or any third party authorized by the Company) in accordance with its policies as amended from time to time, and (iii) execution of an appointment letter in a form and format prescribed by the Company. (iv) Please note that your appointment is subject to (a) satisfactory completion of the functional training assigned to you, and (b) satisfactory completion of probation period. Please note that if you fail to complete the functional training your services may be terminated immediately without any notice or compensation. If your performance during the probation period is not satisfactory your employment may be terminated by a 15-day notice.

I, Lucky Kushwaha, acknowledge that I have received, read through and understand the contents of this letter and agree to the contents herein.



**Tina Balachandran**  
**VP – Human Resources**



**Lucky Kushwaha**  
**Sr. Business Development Executive**

# EXPERIENCE LETTER

**Date** - June 22, 2022

This is to certify that **Mr. Ekatva Jain** has been a part of our company, **Newzera Tech Labs Pvt. Ltd.** since **May 11, 2022**

**Ekatva Jain** is working as a **Content Writer**. During his association with us, he was dedicated, disciplined and rigorous.

In case you have any queries, please feel free to contact People Operations Team at Newzera at [people-operations@newzera.com](mailto:people-operations@newzera.com).

With Best Wishes,



**Shrey Sharma**  
Founder & CEO  
**Newzera**

## Newzera Tech Labs Private Limited

### Registered Office:

30, 3rd Floor, Dawa Bazar, 14 RNT Marg,  
Indore, MP, India. 452001

### Corporate Office:

401, Atulya IT Park, Indrapuri Colony,  
Bhanwar Kuwa, Indore, MP, India. 452014

## **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr.Piyush verma.** has successfully completed the Internship program during the period 22nd april to 22nd june 2022.

During the course of program , Piyush has shown great amount of responsibility , sincerity and a genuine willingness to learn & zeal to take on new as signments and challenges in Video editing.

**We wish him All the Best for his future endeavors .**

Authorized Signatory:

A handwritten signature in blue ink, appearing to read 'Prabal Jain', written over a faint grid background.

Prabal Jain  
Founder Of Indori Artist



+91 9179709512  
+91 7389982249



www.indoriartist.com  
indoriartist@gmail.com



6/2 Snahlataganj indore,  
near rajkumar bridge Indore, M.P. 452001



Teammate  
**Email Address** Prachi.Rathore@taskus.com

**Location** Rangreza

Swati Tiwari

Manager

**Primary Work Email** Prachi.Rathore@taskus.com

## Personal

### Contact

#### Home Contact Information

##### Addresses

| Address                                | Usage          | Visibility | Shared With | Effective Date |
|--|----------------|------------|-------------|----------------|
| Badaganpati<br>Indore- 452002<br>India | Home (Primary) | Private    |             | 02/25/2022     |

##### Phones

| Phone Number      | Device | Usage          | Visibility | Shared With |
|-------------------|--------|----------------|------------|-------------|
| +91 (93995) 06884 | Mobile | Home (Primary) | Private    |             |

##### Email Addresses

| Email Address               | Usage          | Visibility |
|-----------------------------|----------------|------------|
| prachirathore9131@gmail.com | Home (Primary) | Private    |

#### Work Contact Information

##### Addresses

| Address  | Usage              | Visibility | Effective Date |
|--|--------------------|------------|----------------|
| C21 Business Park - 6th& 7th floor, Pushp<br>Vihar Colony, Opp. Radisson Hotel, Radisson<br>Square, Scheme No 131<br>Indore- 452010<br>Madhya Pradesh<br>India | Business (Primary) | Public     | 02/28/2022     |



## Email Addresses

| Email Address             | Usage          | Visibility |
|---------------------------|----------------|------------|
| Prachi.Rathore@taskus.com | Work (Primary) | Public     |

## Emergency Contacts

No Emergency Contacts

## Names

## Legal Name

| Name           |
|----------------|
| Prachi Rathore |

## Preferred Name

| Name           |
|----------------|
| Prachi Rathore |

## IDs

## Employee ID

| Employee ID |
|-------------|
| 3213702     |

## National IDs

| Country | National ID Type         | Identification # | Issued Date | Expiration Date | Issued By | Series | Verification Date | Verified By |
|---------|--------------------------|------------------|-------------|-----------------|-----------|--------|-------------------|-------------|
| India   | Universal Account Number | XXXXXXXX6783     |             |                 |           |        |                   |             |

## Other IDs

| Other ID Type | Organization | Description | Identification #  | Issued Date | Expiration Date |
|---------------|--------------|-------------|-------------------|-------------|-----------------|
| Salesforce ID |              |             | 0054z00000AMyHAA1 | 02/25/2022  | 12/31/4712      |

## Personal Information

## Personal

**Birth Gender** Female  
**Date of Birth** 02/21/1999



**Age** 23 years, 4 months, 1 days  
**Country of Birth**  
**City of Birth**  
**Marital Status**  
**Primary Nationality** India

**Documents**

none entered

**Additional Data**

**View As Of** 06/22/2022

**Client IDs**

**Client ID 1** 168731  
**Client ID 2**  
**Client ID 3**  
**Client ID 4**

**Covid Vaccination**

**Vaccinated at**  
**Covid Vaccination Status**  
**Vaccine Name**  
**Vaccination Date**  
**Date of Most Recent Booster Shot**  
**Comments**

**Relationship to a Veteran**

**Spouse of Service Member - Active Duty or Veteran**  
**Child of Service Member - Active Duty or Veteran**  
**Parent of Service Member - Active Duty or Veteran**

**Welcome Box**

**What shirt size do you wear?**

**Work Site Status**

**On-Site Status**



## Compensation

### Compensation

#### Totals

| Total Salary & Allowances | Total Base Pay | India CTC  | Currency | Frequency |
|---------------------------|----------------|------------|----------|-----------|
| 204,000.00                | 198,077.00     | 204,000.00 | INR      | Annual    |

#### Compensation

|                             |                              |
|-----------------------------|------------------------------|
| <b>Compensation Package</b> | Taskus Compensation Package  |
| <b>Grade</b>                | Operations                   |
| <b>Grade Profile</b>        | IND-OPS-S1-OPS               |
| <b>Company</b>              | TaskUs India Private Limited |

#### Plan Assignments

| Effective Date | Plan Type          | Compensation Plan          | Assignment                                     |
|----------------|--------------------|----------------------------|--|
| 02/28/2022     | Dynamic Calculated | ESIC                       | 5,923.00 INR Annual Calculated on 02/28/2022   |
| 02/28/2022     | Dynamic Calculated | India Basic Salary 1-4     | 132,000.00 INR Annual Calculated on 02/28/2022 |
| 02/28/2022     | Dynamic Calculated | India House Rent Allowance | 23,837.00 INR Annual Calculated on 02/28/2022  |
| 02/28/2022     | Dynamic Calculated | India Statutory Bonus      | 26,400.00 INR Annual Calculated on 02/28/2022  |
| 02/28/2022     | Allowance          | Provident Fund             | 12% Annual                                     |
| 02/28/2022     | Merit              | Merit - IND                |  |

## Pay Change History

### Pay Change History

| Effective Date | Compensation Action | Reason   | Total Salary & Allowances | Total Base Pay | Currency | Frequency |
|----------------|---------------------|--|---------------------------|----------------|----------|-----------|
| 02/28/2022     | Hire Compensation   | Hire Employee ><br>Hire Employee ><br>New Hire | 204,000.00                | 198,077.00     | INR      | Annual    |

## Performance

### Performance Reviews

none entered

## Career





## Languages

### Languages

| Language | Native | Ability   |
|----------|--------|---|
| English  | Yes    | Comprehension - 4 - Advanced<br>Overall - 3 - Intermediate<br>Reading - 5 - Fluent<br>Speaking - 4 - Advanced<br>Writing - 5 - Fluent |

## Professional Profile

### Education

#### Education

|                  |   |
|------------------|---|
| <b>Education</b> | Davv<br>Bachelors in Actuarial Science<br>2020 - 2022 |
| <b>Education</b> | Davv<br>Masters in Advertising                        |

### Job Details

#### Job Details

|                                 |  |
|---------------------------------|--|
| <b>Employee ID</b>              | 3213702  |
| <b>Supervisory Organization</b> | TaskUs (Bryce Maddock) >> Swati Tiwari Teammates |
| <b>Job</b>                      | Teammate   |
| <b>Business Title</b>           | Teammate   |
| <b>Job Profile</b>              | Teammate   |
| <b>Job Family</b>               | Operations > OPS - Operations                    |
| <b>Employee Type</b>            | Regular  |
| <b>Management Level</b>         | S1 - Teammate                                    |
| <b>Time Type</b>                | Full time  |
| <b>FTE</b>                      | 100.00%  |
| <b>Location</b>                 | Rangreza   |
| <b>Hire Date</b>                | 02/28/2022                                       |
| <b>Original Hire Date</b>       | 02/28/2022                                       |
| <b>Continuous Service Date</b>  |  |
| <b>Length of Service</b>        | 0 year(s), 3 month(s), 25 day(s)                 |
| <b>Time in Position</b>         | 0 year(s), 3 month(s), 25 day(s)                 |



**Time in Job Profile** 0 year(s), 3 month(s), 25 day(s)

Contact Information - Public

**Email** Prachi.Rathore@taskus.com

Work Address

C21 Business Park - 6th& 7th floor, Pushp Vihar Colony, Opp. Radisson Hotel, Radisson Square, Scheme No 131  
Indore- 452010  
Madhya Pradesh  
India

LinkedIn

**Job History**

Job History

**View Upcoming Absences**

Upcoming Absences

No upcoming absences in the next 30 days.

**Skills**

Skills

Patient and empathizing

*Letter Of Employment*

Date : 24-06-2022

LENSTTER  
PHOTOGRAPHY & FILMS

Lenstter Photography & Films  
194, Gopur Colony  
Indore.

RE : Verification of internship for Mr.Pallav Soni

In respect to whom it may concern,

Please accept this letter as a confirmation that Mr.Pallav Soni has been practicing Direction & has played role of sound recordist in several projects at Lenstter Photography & Films as an Intern starting from 01-Apr-2022 and will be in the terms of association till 24-June-2022.He has been a part of many projects like music videos, Advertisement During this period and has been a great support with the projects undergoing and has a will to learn.

Regards,  
Lenstter Photography & Films



Date: 18<sup>th</sup> June, 2020.

### Certificate of Internship

This is to certify that Sarthak Kudanekar has interned at IFP as an Operations intern for 2 months.

During their tenure we found him/her sincere, hardworking, dedicated and result oriented. She/he has worked as part of a team during their tenure with the organization. We take this opportunity to thank him/her and them all the best

Sincerely,  
Afif Naved Siddiqui



# SPECTRUM TALENT MANAGEMENT (P) LTD.

Date: 12-Aug-20

To,

Mr. Shivanshu Gehlot  
Emp. Code - ASU2964  
Ujjain

Dear Shivanshu Gehlot,

**Congratulations!!! We take immense pleasure to offer you the position of ISP at Spectrum Talent Management (P) Ltd. The details of your offer are enclosed herewith.**

**Client Name: ASUS India Pvt. Ltd.**

**Contract Valid Till: 8/Aug/2021**

Wish you a rewarding career with us.

**For Spectrum Talent Management (P)Ltd.**

**(Authorized Signatory)**

C - 142, SECTOR 63, NOIDA - 201301

HELP LINE No. - 0120 - 4204273 / 4335889

VISIT US : [WWW.SPECTRUMTALENT.CO.IN](http://WWW.SPECTRUMTALENT.CO.IN)

[helpdesk@spectrumtalentmanagement.com](mailto:helpdesk@spectrumtalentmanagement.com)

RPO

|

Executive Search

|

Flexi-Staffing

|

Payroll



Date: 12-Aug-20

**Subject: Offer-cum-Appointment Letter**

Dear Mr. Shivanshu Gehlot

We are pleased to offer you employment in our organization, and your acceptance on the following terms and conditions:

**1.Date and Place of Posting**

You are requested to join ASUS India Pvt. Ltd.on or before **08-Aug-20**. You shall be posted at our client office located at Ujjain.

**2.Transfer**

Company reserves its right to transfer your services to any office/s under the same terms of employment

**3.Designation**

You are being designated as ISP.

**4. Remuneration**

Detailed in Annexure – I

**5.Job Responsibilities**

Your duties shall be assigned to you by your Department Head/Immediate Manager or any other person deputed by them.

**6.Hours of Work**

Your working hours will be governed by applicable law and it is the sole discretion of the Company to revise the same from time to time. You will be governed by the working hours and holidays normally governing the SBU location you are assigned to. Because of frequent association with projects overseas and compliance with various deadlines, it might be necessary from time to time to work as per the business needs, which might be different from the standard working hours.

**7. Termination of Employment**

This appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company or If any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information in such case, the company shall be entitled to terminate your services with immediate effect, without notice. In such case the service can be terminated with immediate effect by issuing the cause of the termination your services can be terminated by either party by giving to the other, a notice of **30 Days**.



## SPECTRUM TALENT MANAGEMENT (P) LTD.

The Company reserves its right to recover an amount equivalent to one month's salary on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment. If there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary, bonus or any other payment owned to you under the terms of your employment. The termination clause shall not apply in case of if you found to have indulged in malpractice, breach of confidentiality, absence from work without prior intimation or negligence and incompetence in carrying out the duties. In such case the service can be terminated with immediate effect by issuing the cause of the termination.

The Employee shall be on probation for a period of 6 (Six) months from his date of joining. During probation period, both the Employee and the Company shall have the right to terminate this Agreement by providing to the other with seven days' prior written notice of such termination. After successful completion of probation both the Employee and the Company shall have the right to terminate this Agreement by providing to the other 15 (Fifteen) days prior written notice of such termination. The Company shall be entitled to forthwith terminate this Agreement (without any compensation) by notice in writing to the Employee or his/her representative upon the occurrence of any of the events mentioned below:

- (a) in case the Employee is charged of any crime or offence involving moral turpitude under Applicable Law in India;
- (b) in case of any breach by the Employee;
- (c) in case of any breach by the Employee;
- (d) an act of proven dishonesty, misappropriation, breach of trust or fraud by the Employee;
- (e) the Employee engaging in conduct which causes financial harm to or erodes the goodwill and reputation of the Company and/or its Affiliates and/or any of their respective officers or employees;
- (f) the Employee's breach of the provisions of this Agreement or the failure to render services to the Company in accordance with the terms of this Agreement;
- (g) in case of any breach by the Employee of any agreement, representation, warranty, or covenant set forth in this Agreement or in the Company Policy;
- (h) in case of any adverse report coming to light from any enquiries, from references indicated by the Employee or from the Employees previous employer (s), if any;
- (i) The activities/behavior/conduct of the Employee is considered immoral/unethical or detrimental to the interests of the Company;
- (J) if, at any time, it is found that the Employee has concealed/suppressed particulars of any declaration, statement or information or has furnished inaccurate particulars of information (of any nature whatsoever) to the Company;
- (k) in case of any other ground on which the Company is so entitled to dismiss the Employee under the Company Policy or under Applicable Law;
- (l) the commission of any act or omission by the Employee which is in violation of any Applicable Laws in India;
- (m) in case the Project, in connection with which, the Employee had been employed by the Company, is terminated by the Project Company or the Company.

C - 142, SECTOR 63, NOIDA - 201301

HELP LINE No. - 0120 - 4204273 / 4335889

VISIT US : [WWW.SPECTRUMTALENT.CO.IN](http://WWW.SPECTRUMTALENT.CO.IN)

[helpdesk@spectrumtalentmanagement.com](mailto:helpdesk@spectrumtalentmanagement.com)

RPO

|

Executive Search

|

Flexi-Staffing

|

Payroll



It is clarified that the Company, at the time of terminating the employment of the Employee on account of any of the provisions specified shall not be obligated to provide any reasons thereof to the Employee.

## **8. CONSEQUENCES UPON TERMINATION**

8.1 Upon termination of this Agreement for any reason whatsoever, the Employee shall, not later than the date of termination:

(a) handover the charge of his/her duties to such person as may be nominated/authorized by the Company;

(b) pay in full to the Company all amounts due by the Employee to the Company; and

(c) surrender to any person nominated/authorized by the Company, the Confidential Information and other documents of the Company, originals and/or copies (whether in printed or electronic form), Company Belongings, and all other properties, assets (whether movable or immovable), monies and belongings of the Company, its Client, Affiliates or branch offices in the Employee's possession or control.

(i) It is clarified that in case of failure of the Employee to return the Company Belongings or failure to return the Company Belongings in good condition, the Company shall be entitled to recover the value of such Company Belongings or the cost for the damages caused to the Company Belongings, as the case may be, by settling off the same against any payments due to the Employee or by any other means mentioned in the separate agreement executed by the Employee with respect to the Company Belongings.

(ii) The Company shall be at liberty to take appropriate legal action in case of failure of the Employee to hand over the Confidential Information and other sensitive information of the Company. its clients, affiliates or branch offices, in his/her possession at the time of cessation of his/her employment with the Company.

8.2 The Employee agrees that he/she shall not claim any amounts whatsoever from the Company by way of severance pay, bonus or compensation under this Agreement in the event of termination of this Agreement, except as provided under applicable law.

8.3 On termination of this Agreement, the Company may deduct from any sums owed by it to the Employee (by way of salary or otherwise) any sums otherwise provided by the Company to the Employee which are due to the Company from the Employee. Further, the full and final settlement of the Employee, after making relevant deductions, if any will be payable to the Employee within a period of 60 (sixty) days from the date of termination of the Employment.

8.4 Notwithstanding anything to the contrary in this Agreement, in the event of termination of the employment of the Employee for any reason whatsoever, the Employee shall be bound by the surviving provisions of this Agreement.





**9. Joining Details**

You are requested to submit the following documents in original at the time of joining for verification and a photocopy of the same for submission:

1. Copy of appointment letter of last employer
2. Copy of last salary slip
3. Five passport size color photographs
4. Copy of accepted resignation letter
5. Relieving letter from last employer
6. Self attested copies of educational certificates
7. Date of Birth Certificate
8. Self attested copies of work experience letter from all previous employer
9. Identity proof ( Driving License / Aadhaar Card / Voter ID Card / Passport)
10. Copy of PAN card
11. Address proof (Fixed Line Phone Bill / Ration Card / Voter ID Card / Electric Bill /Driving License)
12. Copy of Cancelled Cheque of your present salary account.

**Note: Your salary processing is subject to completion of above joining formalities.**

**10. Validity of Offer Letter**

Please sign the duplicate copy of the appointment letter as token of acceptance within Two (02) days of receipt. If you fail to provide your acceptance and/or do not join within the stipulated time, this offer shall stand automatically withdrawn.

We look forward to your joining us and wish you a long lasting mutually enriching association with Spectrum Talent Management.(P) Ltd.

**For Spectrum Talent Management (P) Ltd.**

**(Authorized Signatory)**

I, Mr./Ms. \_\_\_\_\_ have read the terms and conditions of my services as mentioned above and I accept the offer of employment without any reservation.

**Name: Mr Shivanshu Gehlot**

**Signature:.....**

**Date:.....**

**Place:.....**



# SPECTRUM TALENT MANAGEMENT (P) LTD.

## Annexure – I

Name: Mr Shivanshu Gehlot

Designation: ISP

Date of Joining: 08-Aug-20

| Component            | Monthly      | Yearly        |
|----------------------|--------------|---------------|
| Basic                | 12000        | 144000        |
| HRA                  | 4000         | 48000         |
| Conv. Allow          | 0            | 0             |
| Medical              | 0            | 0             |
| Stat. Bonus          | 1000         | 12000         |
| Other Allow          | 4001         | 48012         |
| <b>Gross</b>         | <b>21001</b> | <b>252012</b> |
| PF employer          | 1950         | 23400         |
| ESIC employer        | 0            | 0             |
| Medical Insurance    | 130          | 1560          |
| Accidental Insurance | 80           | 960           |
| LWF employer         | 0            | 0             |
| <b>CTC</b>           | <b>23161</b> | <b>277932</b> |
| PF employee          | 1800         | 21600         |
| ESIC employee        | 0            | 0             |
| P.Tax                | 125          | 1500          |
| LWF employee         | 0            | 0             |
| <b>Net</b>           | <b>19076</b> | <b>228912</b> |

For Spectrum Talent Management (P) Ltd.

Candidate Acceptance

(Authorized Signatory)

(Signature)

C - 142, SECTOR 63, NOIDA - 201301

HELP LINE No. - 0120 - 4204273 / 4335889

VISIT US : [WWW.SPECTRUMTALENT.CO.IN](http://WWW.SPECTRUMTALENT.CO.IN)

[helpdesk@spectrumtalentmanagement.com](mailto:helpdesk@spectrumtalentmanagement.com)

RPO

| Executive Search

| Flexi-Staffing

| Payroll

**Date: June 08, 2021**

**Emp Temp Code: 7321411560**

**Jitendra Thakur**

201, Riya Apartment, Shivampuri Colony, Indore, 452007 201, Riya  
Apartment, Shivampuri Colony, Indore, 452007 Indore - 452007,  
Madhya Pradesh, India

### Letter of Appointment

**Dear Jitendra,**

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Care Executive**. You are required to report for duties on **June 08, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Indore**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **October 15, 1997**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,  
**For CRM Services India Private Limited,**

**Preeti Acharya**  
**Senior Vice President - Recruitment**

I, **Jitendra Thakur**, residing at **201, Riya Apartment, Shivampuri Colony, Indore, 452007** **201, Riya Apartment, Shivampuri Colony, Indore, 452007** **Indore - 452007, Madhya Pradesh, India** do hereby

|                           |                        |
|---------------------------|------------------------|
| <b>Employee Signature</b> | _____                  |
| <b>Employee Name</b>      | <b>Jitendra Thakur</b> |

**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home]** (**Annexure IV**)

**NOTE:** For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : **7321411560**

**Annexure I**  
**Compensation Details**

|   |                                |
|---|--------------------------------|
| <b>Employee Name:</b>   | Jitendra Thakur                |
| <b>Designation:</b>   | Customer Care Executive        |
| <b>Grade:</b>   | Grade I                        |
| <b>Date Of Joining:</b>   | June 08, 2021                  |
| <b>City:</b>  | Indore                         |
| <b>Pay Components</b>   | <b>Amount in Indian (INR)</b>  |
| Basic Pay   | 7,402.00                       |
| Housing Rent Allowance (HRA)  | ₹ 4,441.00                     |
| Transport Allowance   | 0.00                           |
| Flexible Benefit Plan   | 0.00                           |
| <b>Gross Fixed Salary (1)</b>   | <b>13,323.00</b>               |
| Provident Fund (Employee) (2)   | 888.00                         |
| ESIC (Employee) (3)   | 100.00                         |
| <b>Net Take Home [1-(2+3)]</b>  | <b>12,335.00</b>               |
| Provident Fund (Employer) (4)   | 888.00                         |
| ESIC (Employer) (5)   | 433.00                         |
| Gratuity* (6)   | 356.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>   | <b>15,000.00</b>               |
| <b>Annual Fixed CTC</b>   | 180,000.00                     |
| <b>Annual Performance Pay**</b>   | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>  | 0.00                           |
| <b>For CRM Services India Private Limited,</b><br><br><b>Preeti Acharya</b><br><b>Senior Vice President - Recruitment</b>   |                                |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".<br/>           **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".<br/>           #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                           |                        |
|---------------------------|------------------------|
| <b>Employee Signature</b> | _____                  |
| <b>Employee Name</b>      | <b>Jitendra Thakur</b> |

**ANNEXURE II****DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Jitendra Thakur** residing at **201, Riya Apartment, Shivampuri Colony, Indore, 452007** **201, Riya Apartment, Shivampuri Colony, Indore, 452007** **Indore - 452007, Madhya Pradesh, India**, and working as **Customer Care Executive**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **CRM Services India Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

**I understand and acknowledge that:**

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

|                           |                        |
|---------------------------|------------------------|
| <b>Employee Signature</b> | _____                  |
| <b>Employee Name</b>      | <b>Jitendra Thakur</b> |



**Annexure III**

**Personal Data - Declaration**

**Article I.**

I **Jitendra Thakur** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |                 |
|--------------------|-----------------|
| Temp Emp Code      | 7321411560      |
| Employee Signature | _____           |
| Employee Name      | Jitendra Thakur |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Jitendra Thakur**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance’s use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the ‘recording icon’ will show and I will be able to turn off my own individual camera during the recorded session .

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing ‘facial confirmation’, ‘ID scan’ and ‘Geo Tagging’;
- Tracking ‘multiple people violation’. ‘unknown user violation’, ‘not at desk violation’, ‘auto idle user detection’; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                           |                        |
|---------------------------|------------------------|
| <b>Temp Emp Code</b>      | <b>7321411560</b>      |
| <b>Employee Signature</b> | _____                  |
| <b>Employee Name</b>      | <b>Jitendra Thakur</b> |



# ANAND SUPER 100 INDORE

Address :- Anand Bhavan, 7 Indrapuri Colony | G-11 Veda Business Park, Bhanwarkua, Indore (M.P.)  
[anandsuper7274@gmail.com](mailto:anandsuper7274@gmail.com) [www.anandsuper100.com](http://www.anandsuper100.com) Call : 6265130016, 9752138484,  
GST NO.:- 23CXDPM4453P1Z3, Proprietor:- Babulal mansurya

DATED:- 18/06/2022

**To whom it may concern.**

This Letter Certified That **Trupti Telang** Worked As **Counselor and as Executive At Anand Super 100** from 15 April 2021 till date 2022.

Trupti Started Working with the organization as an executive and showcased her sincere efforts and excellent performance which later was employed as a permanent employee with the company.

Her contributors to the organization and its success will always be appreciated.

We at **Anand Super 100** wish you all the best in your further endeavors.

**Sincerely**

**Rohina Ma'am**

**HR Manager**

# CERTIFICATE Of Completion

This certificate is presented to

**Anirudh Rathore**

---

For completing his internship program with Unified Sports as a video editing intern from May 02 to currently ongoing.

**Keshav Baheti**

---

Director



Given this on  
July of 2022



# CERTIFICATE OF INTERNSHIP



This is to certify that

**Bhakti Ramawat**

had undergone her 90 days internship as Digital Marketer with  
RPM ADVERTISE in 1 April to 30 June 2022

During the internship she worked on different projects of company.  
she was diligent and enthusiastic with zeal to do her best on given project

Wishing you good luck for your career and future endeavours.

22 June 2022

DATE

  
RPM Advertise  
SIGNATURE



# Certificate of Internship

Date: 01 / 07 / 2022

This certifies that **Bhoomika Paranjpe** has completed **3 Months** internship As a **Social Media Manager, Content Creator and Video Editor** at **Galiyaara films** from **04/04/2022 to 30/06/2022**.

We appreciate her work and contribution to the company.

**Siddharth Kashyap**  
Business Head

**Sumit Dubey**  
Founder

Entertainment Network (India) Ltd

ADDRESS

Trade Gardens, Ground Floor, Kamla Mills Compound, Senapati Bapat Marg, Lower Pare Mumbai  
-400013

PAYMENT ADVICE

Beneficiary Code :20108749

GAURANG PARSAI

INDORE, INDORE, MADHYA PRADESH

Payment Doc No :4060004210

Value date :14.06.2022

S/O VIBHOJ PARSAI, ANNAPURNA ROAD,

Bank Ref No :N165221999495655

INDORE

452009 06R

Dear Sir/Madam

We have initiated a credit thru NEFT to your A/c No.881410110008158 with BOI (IFSC CODE BKID0008814) vide ref. no N165221999495655 for Rs 10,800.00 (Rupees Ten Thousand Eight Hundred And Paise Only)

| Invoice Number             | Your Doc.Ref No | Date          | Invoice Amount |
|----------------------------|-----------------|---------------|----------------|
| TDS Type                   |                 | TDS Tax Rate  | TDS Deducted   |
| 4030003077                 | 05              | 13/06/2022    | 12000.00       |
| 194J PROF TECH SER INVOICE |                 | 10.00 percent | 1200.00        |





# INTERNSHIP CERTIFICATE

This is to certify that MR.KANHA CHATURVEDI a postgraduate from emrc indore has successfully completed his internship in this organisation from 12-05-2022 to 10-07-2022. The title of his internship was VIDEO EDITOR and he was responsible for taking care of video editing transition, cuts, audio modulation and video management in all the short films that happened in SPADE ACE PRODUCTION PVT. LTD.

During the duration of internship he worked under my supervision and carried out the responsibilities assigned to him. Overall, I am satisfied with the output of his work and i wish him with all the success in future.

DATE: 10 june 2022

Indore

GOURAV PANDEY  
CREATIVE DIRECTOR

# Internship Certificate

This is to certify that **Ms. Harshita Chauhan** a postgraduate student from EMRC Indore has successfully completed her Internship in this organization from **15-04-2022 to 15-07-2022**. The title of her internship was **Assistant Director Intern** and she was responsible for taking care of clap, logsheet, and data management in all the shoots that happened in The Blunt during her tenure.

During the duration of the internship, she worked under my supervision and carried out the responsibilities assigned to her. Overall, I am satisfied with the output of her work and I wish her all the success in the future.

Date: **June 21, 2022**

Place: **Indore**



**Skand Kumar**  
**Creative Director**



Dramashop Media Pvt. Ltd.  
610, Princes' Business Skyline  
AB Rd, Vijay Nagar  
Indore  
Madhya Pradesh 452011

+91 80856 27929  
hello@theblunt.media

Module

1

★★★★

Module

2

★★★★

# Certificate of Acknowledgement

This certifies that

NIKITA MEENA

has successfully completed the criteria of stage 1 of the 3 modules of  
**Synture Advantage Certification Program.**

This certificate acknowledges the exposure to skills such as  
**Brand Awareness and Promotion, Confidence Enhancement,**  
**Time Management, Client Representation, Sales Analysis** and  
**New Customer Requisition** that are essentials of marketing and smart selling.

..

Date

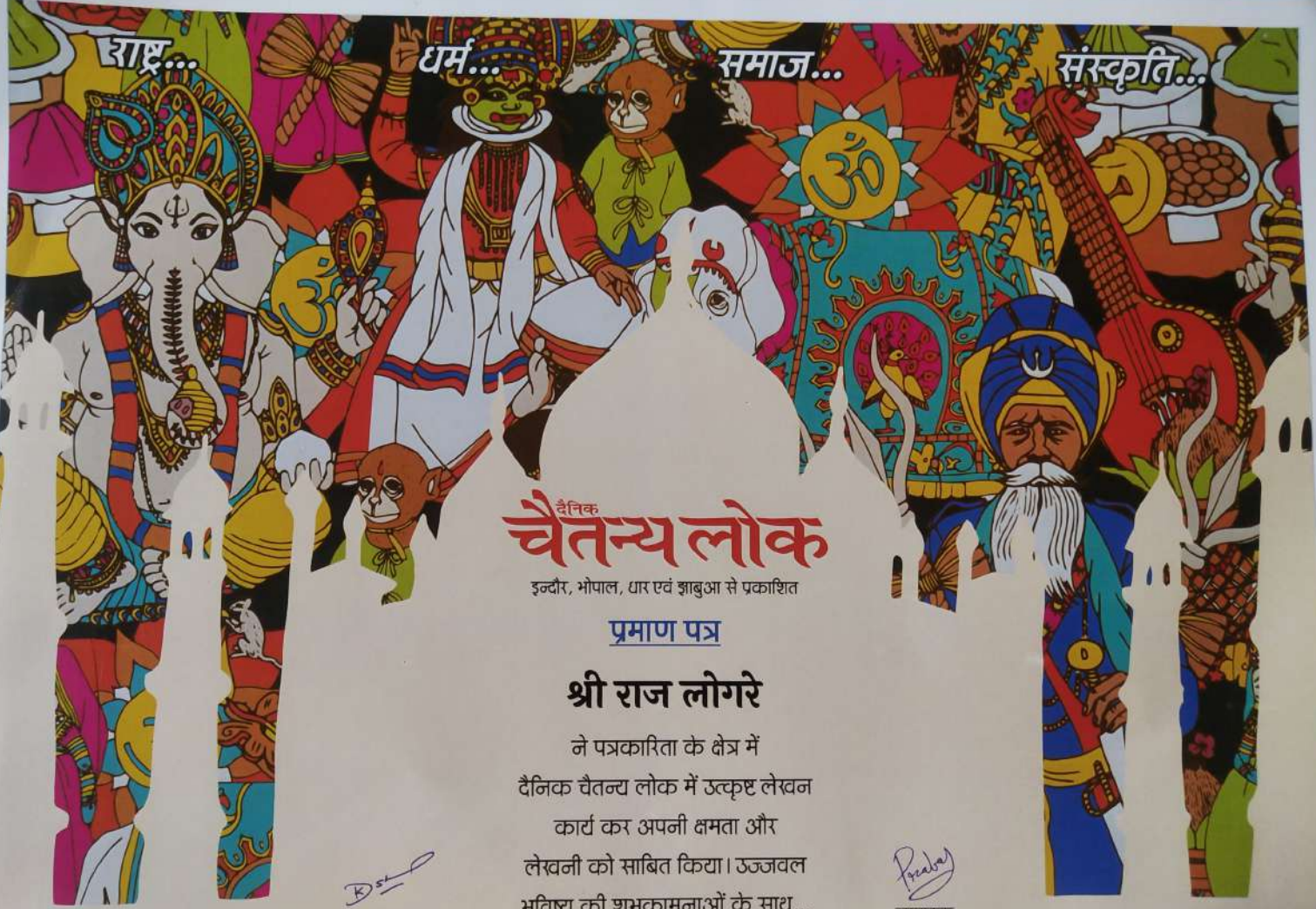


Vishal Varma

Synture

**SYNTURE**

Leadership Delta



# दैनिक चैतन्य लोक

इन्दौर, भोपाल, धार एवं झाबुआ से प्रकाशित

प्रमाण पत्र

**श्री राज लोगरे**

ने पत्रकारिता के क्षेत्र में  
दैनिक चैतन्य लोक में उत्कृष्ट लेखन  
कार्य कर अपनी क्षमता और  
लेखनी को साबित किया। उज्ज्वल  
भविष्य की शुभकामनाओं के साथ...

*Prakash*  
प्रधान सम्पादक

*Prakash*  
सम्पादक

23-06-2022

## **TIE THE KNOT WEDDINGS & EVENTS**

Weddings, Anniversary & Birthday Celebrations, Entertainment Shows, Corporate Events,  
Social Events, Artist Management



Date: 30<sup>th</sup> June 2022

### **Certificate of Acknowledgement**

This is to certify that Ms. Saloni Soni, student of MBA (Media Management) of EMRC, DAVV, has successfully completed a summer internship in the field of Event Management from 1 May 2022 to 30 June 2022 under the guidance of Ms. Sakshi Pagare (Founder, Wedding Co-Ordinator).

During the period of her internship program with us she had been exposed to different process was found punctual, motivated, hardworking and inquisitive.

She worked sincerely on her assignments and her performance was excellent.

We wish her every success in her life and career.

**SAKSHI PAGARE**

Founder, Wedding Co-Ordinator

TIE THE KNOT

Indore

---

Office: 53-A, Harshita Apartment, Annapurna Nagar, Indore -452009 (M.P.)

Mob.: 9753745486, 8827332008

**24 April 2022**

**DARSHITA CHAUBEY**

**Letter of Offer**

Dear DARSHITA CHAUBEY,

We are pleased to offer you the position of **Content Specialist** with **Relevel by Unacademy**.

You will be working from the office location - No. 91, Amar Jyothi Layout Kormangla, Domlur, Benaguru, Karnataka 560071.

Your Fixed Cost to Company will be **INR 6, 00,000** per annum.

In addition to the mentioned CTC, you are also eligible for incentives up to **INR 50,000/-** per week based on the active incentive structure and performance.

Your date of joining would be on or before **28 April 2022**.

We wish you a long and successful career with us.



**Associate Vice President - HR**



**DARSHITA CHAUBEY**  
**Content Specialist**

**PILANI EXPERTS TECHNOLOGY LABS PVT. LTD.**

Amar Jyothi House Building, No.57 to 82, Domlur Village, 100 Feet Rd, Bengaluru, Karanataka 560071

+91-9606053267 info@unacademy.pro

## **CERTIFICATE OF EMPLOYMENT**

This is to certify that **Ms. Umang Chandwani** is presently employed at Scancruit in the following position : **Social Media Manager**

Their employment began on : **13th June 2022**

This Certification is being issued upon the request of **EMRC, DAVV UNIVERSITY** for whatever legal purpose it may serve.

Issued on **23rd June at 6PM IST .**

Date:

Stephan Korsgaard

Group CEO

Stephan Korsgaard



Edit



TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms. MASEERA SYED** pursuing her **MBA (MEDIA MANAGEMENT)** (2020-2022) from **EDUCATIONAL MULTIMEDIA RESEARCH CENTRE, DAYV** did her internship with us at "**CRENOVATE**" from "**1 April 2022 till 4<sup>th</sup> June 2022**".

She worked on **LIVE PROJECTS** for our clients where her job included working on public relations activities, social media strategies and other communication work for both the existing and potential clients. She also participated in many of the corporate communications and influencer marketing campaigns of our clients.

We found her pretty active in whatever task we have provided. She is a confident person, professionally sound, hard-working and a devoted staff. She has the motivation to take initiative tasks and we are gratified that she had been helpful in the advancement of our organization.

Moreover, I would like to reflect over her conduct during her stay with us. She has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. Her genial temperament helps her to work efficiently in a team.

If required, we would definitely like to work with her again in the future.

We wish her all the best for future endeavor.

Sincerely,

  
For, Crenovate

Akshay Jain  
Authorised Signatory

**Akshay Jain**  
(Founder - Crenovate)

S

5<sup>th</sup> June 22



Tools



Mobile View



Share



PDF to DOC



Edit on PC



*Letter Of Employment*

Date : 24-06-2022

LENSTTER  
PHOTOGRAPHY & FILMS

Lenstter Photography & Films  
194, Gopur Colony  
Indore.

RE : Verification of internship for Mr.Pallav Soni

In respect to whom it may concern,

Please accept this letter as a confirmation that Mr.Pallav Soni has been practicing Direction & has played role of sound recordist in several projects at Lenstter Photography & Films as an Intern starting from 01-Apr-2022 and will be in the terms of association till 24-June-2022.He has been a part of many projects like music videos, Advertisement During this period and has been a great support with the projects undergoing and has a will to learn.

Regards,

Lenstter Photography & Films

# CERTIFICATE Of Completion

This certificate is presented to

*Stuti Jain*

---

For completing her internship program with the company as  
Video Editor from March 01 to June 20, 2022

Viplove Jain  
Wall Corner Productions

Given this  
June 2022