BOARD OF APPRENTICESHIP TRAINING (WESTERN

(An Autonomous Body Under Ministry of Education,Department of Higher Education, Government of India)

2nd Floor ,Administrative Building , ATI Campus, V.N.Purav Marg, Sion , Mumbai - 400022

Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: http://www.mhrdnats.gov.in/

APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age
Poorti Vishwakarma	Female	06-Aug-2002	21
Father / Mother Name	**Enrollment Number**	**Caste**	**PWD**
Mrs.Prem Bai	WMPG992230600059	OBC	NO

Address for Communication	Mobile Number	Email Address
house no 59, Mungaliya Hat Huzur, BHOPAL MADHYA PRADESH - 462030	8827161566	poortivishwakarma1234@gmail.com

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
DEVI AHILYA VISHWAVIDYALAYA, INDORE	DP1900030	Jun-2023	Graduate in BACHELOR OF PHARMACY (Engineering)

TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month
11-Aug-2023	12 Months	20000.0
Contract Regn. No.	**Approved On**	**Approved By**
WMPGP23992000051	28-Aug-2023	MPgofficer

The apprentice would be undergoing training under section 22 (2)

NAME AND ADDRESS OF THE EMPLOYER

MYLAN LABORATORIES LIMITED - WMPINP000042

PLOT NO.11,12, 13, INDORE INDORE SEZ PHASE 2, SECTOR 3, Pithampur, Pithampur

INDORE, MADHYA PRADESH - 454775

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.

IP address of Establishment submitting this request: 103.13.219.66 IP address of student accepting this request: NA

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)

2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.

3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice

4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment

ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly

iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor

iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer

(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)

(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend

(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period

5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser

(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser

(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down

6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.

(ii) The stipend of a particular month shall be paid on or before the 10th of the following month

7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

* Graduate indicates both Engineering and Non-Engineering

BOARD OF APPRENTICESHIP TRAINING (WESTERN

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Website: http://www.mhrdnats.gov.in/

APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age
Maithili Jain	Female	06-Dec-2001	21
Father / Mother Name	**Enrollment Number**	**Caste**	**PWD**
Preeti Jain	WMPG992230600063	OTHERS	NO

Address for Communication	Mobile Number	Email Address
361 Ganga Nagar , 361 Ganga Nagar Dewas, DEWAS MADHYA PRADESH - 455001	8871294464	maithilijain91@gmail.com

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
DEVI AHILYA VISHWAVIDYALAYA, INDORE	DP1900015	Jun-2023	Graduate in BACHELOR OF PHARMACY (Engineering)

TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month
11-Aug-2023	12 Months	20000.0
Contract Regn. No.	**Approved On**	**Approved By**
WMPGP23992000046	25-Aug-2023	mpgofficer

The apprentice would be undergoing training under section 22 (2)

NAME AND ADDRESS OF THE EMPLOYER

MYLAN LABORATORIES LIMITED - WMPINP000042

PLOT NO.11,12, 13, INDORE INDORE SEZ PHASE 2, SECTOR 3, Pithampur, Pithampur

INDORE, MADHYA PRADESH - 454775

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.

IP address of Establishment submitting this request: 103.13.219.66 IP address of student accepting this request: NA

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)

2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.

3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice

4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment

ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly

iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor

iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer

(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)

(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend

(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period

5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser

(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser

(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down

6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.

(ii) The stipend of a particular month shall be paid on or before the 10th of the following month

7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

* Graduate indicates both Engineering and Non-Engineering

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Website: http://www.mhrdnats.gov.in/

APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age
Yashi Yadav	Female	16-Mar-2002	21
Father / Mother Name	**Enrollment Number**	**Caste**	**PWD**
Santoshi Yadav	WMPG992230700035	OBC	NO

Address for Communication	Mobile Number	Email Address
97, 97, Bhagirath Colony Dharnaka Mhow, Indore Mhow, INDORE MADHYA PRADESH - 453441	6264861475	yashiyadav1603@gmail.com

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
DEVI AHILYA VISHWAVIDYALAYA, INDORE	DP1900040	Jul-2023	Graduate in BACHELOR OF PHARMACY (Engineering)

TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month
11-Aug-2023	12 Months	20000.0
Contract Regn. No.	**Approved On**	**Approved By**
WMPGP23992000054	28-Aug-2023	MPgofficer

The apprentice would be undergoing training under section 22 (2)

NAME AND ADDRESS OF THE EMPLOYER

MYLAN LABORATORIES LIMITED - WMPINP000042

PLOT NO.11,12, 13, INDORE INDORE SEZ PHASE 2, SECTOR 3, Pithampur, Pithampur

INDORE, MADHYA PRADESH - 454775

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

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IP address of Establishment submitting this request: 103.13.219.66 IP address of student accepting this request: NA

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(ii) The stipend of a particular month shall be paid on or before the 10th of the following month

7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

* Graduate indicates both Engineering and Non-Engineering

Feb 05, 2024

Mr. Mohd Latif,

Ref: Offer of Appointment – 'Pharmacovigilance Associate'

Dear Latif,

This is with reference to the interview and discussions held with you, we are pleased to offer you a position in APCER Life Sciences India Ltd as **'Pharmacovigilance Associate'.**

Your compensation structure is enclosed for your reference. You will be on probation for a period of 6 months, upon successful completion of which you will be confirmed in the above position.

You are expected to join us latest on or before **Feb 15, 2024** failing which the offer will be void.

We would appreciate if you can confirm your acceptance of the above appointment and the joining date at the earliest. The formal contract of employment will be issued upon your joining our organization.

Please note that your employment will be subject to positive background verification and this offer letter is valid only for 4 days from the date of issue.

We look forward to working with you.

Yours sincerely,

For and on behalf of

APCER Life Sciences India Ltd.

Vipra Datta
VP & Head – Human Resources

APCER Life Sciences India Ltd.
(formerly APCER Pharma India Ltd.)
Registered Office: G - 040, (Old Office No. 043), Vikas Centre, 106, S.V. Road, Santacruz – West, Mumbai – 400054
Corporate Office: B1/F2 Mohan Cooperative Industrial Estate Mathura Road, New Delhi 110044 (+91) 11 4650 0800
Corporate Identity Number: U51397MH2009PLC190958

Mr. Mohd Latif,

Compensation Structure

	Per month (Rs.)	Annual (Rs.)
Basic	11,875	1,42,500
HRA	5,938	71,256
Special Allowance	2,474	29,688
EPF – Employer's contribution	1,800	21,600
Bonus	1,663	19,956
CTC	23,750	2,85,000
Gratuity	571	6,852
Total CTC	**24,321**	**2,91,852**

Compensation structure may be changed at the discretion of the management keeping total CTC the same.

In addition, Gratuity will be paid for each completed year of service with the company, at the time of leaving the services of the company, provided tenure of 5 years has been completed with the company.

Settling Allowance: Settling allowance of Rs. 15,000 shall be paid in your second month's salary. Please note that this payment shall be fully taxable.

Relocation Expenses: Expenses incurred towards the limit up to Rs. 15,000/- (relocation, food and accommodation) will be reimbursed to employee after joining the organization and after the employee submission bills for the incurred expenses.

Please note that if you resign before completion of 24 months of service with the organization, Relocation expenses & settling allowance amount will be recovered from the full and final settlement.

APCER Life Sciences India Ltd.
(formerly APCER Pharma India Ltd.)
Registered Office: G - 040, (Old Office No. 043), Vikas Centre, 106, S.V. Road, Santacruz – West, Mumbai – 400054
Corporate Office: B1/F2 Mohan Cooperative Industrial Estate Mathura Road, New Delhi 110044 (+91) 11 4650 0800
Corporate Identity Number: U51397MH2009PLC190958

Medical Insurance: You will also be entitled for Group Mediclaim Insurance at subsidized rate with nominal premium to be contributed by the employee as per prevailing premium amount for the opted category of sum insured & family structure.

Vipra Datta
VP & Head – Human Resources

APCER Life Sciences India Ltd.
(formerly APCER Pharma India Ltd.)
Registered Office: G - 040, (Old Office No. 043), Vikas Centre, 106, S.V. Road, Santacruz – West, Mumbai – 400054
Corporate Office: B1/F2 Mohan Cooperative Industrial Estate Mathura Road, New Delhi 110044 (+91) 11 4650 0800
Corporate Identity Number: U51397MH2009PLC190958

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

20-Sep-2023

Nilesh Raikwar

251 Khatipura Sukhliya

Indore Madhya Pradesh 452010

India

Letter of offer

Dear Nilesh,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Senior Associate - Operations (JC8204)** in **WNS Global Services Pvt. Ltd.**, based at our **Indore Incubation (IND INC)** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Senior Associate - Operations (JC8204)**.

Compensation: Your Total Gross Pay will be **INR 3,59,000 (Indian Rupees Three Lakh, Fifty Nine Thousand Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **20-Sep-2023**.

Place of work: Your place of work will be **Indore Incubation (IND INC)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

1. TERMS & CONDITIONS:

a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
b. You will be required to sign a standard employment agreement on your date of joining.
c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
d. The Company's business involves operating round the clock on all day. Therefore, the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

k. You will automatically retire from the services of the Company on completing the age of 58 years.

l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.

m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.

b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.

c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.

d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

Annexure I

1. You need to furnish the following Documents at the time of joining WNS.
NOTE: Joining will not happen without these documents.

A	**Original copy of WNS offer letter**
B	**DATE OF BIRTH PROOF:** Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - **1 copy**
C	**PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply** :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - **1 copy**
D	**PERMANENT ADDRESS PROOF :** (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill – latest of Self or Parents, or Current lease deed – with you or your parents / spouse as lessee or co-lessee) - **1 copy**. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	**EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important)** (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	**PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)**
G	**PAN NUMBER :** Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	**Professional Relieving** or **Experience Letter** from previous employer (last 2 employments) or **Accepted Resignation Letter** from previous employer.
I	**Salary Slip / Salary certificate** from previous employer (last 2 employments). **Bank statement** if no salary slip from the Company.
J	**Employee ID Proof :** (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	**Marriage Certificate** (if applicable) OR Marriage Affidavit with Couple Photo
L	**Self declaration Medical Fitness form :** Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

NOTE:

• The same document may be used as proof for more than one of the above requirements.
• Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents……

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
   a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
   b. If you would like your family covered – Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information……

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor’s name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

DocuSign Envelope ID: 5377DDBA-6CD0-4A09-95F1-0D1C191D7B34

WNS
Extending Your Enterprise

Annexure II			
Name	:	**Nilesh Raikwar**	
Title	:	**Senior Associate - Operations (JC8204)**	
Role Band	:	**A**	
BU/EU	:	**Utilities (901015000)**	
Compensation Component	**Ref**	**Amount(INR) Per Month**	**Amount(INR) Per Annum**
Basic Salary		10,313	1,23,750
House Rent Allowance		5,156	61,875
City Compensatory Allowance		5,648	67,775
Sub Total - I	**A**	21,117	2,53,400
Bonus / Incentive (4)	**(a)**	0	0
Company's contribution to Provident Fund (1)		1,800	21,600
Company's contribution to ESI (3)		0	0
Sub Total - II	**B**	1,800	21,600
Total Fixed Pay	**C = A + B**	22,917	2,75,000
Bonus / Incentive at Maximum Level (4)	**(b)**	7,000	84,000
Gross Pay (CTC) at Minimum Level	**D = C**	22,917	2,75,000
Gross Pay (CTC) at Maximum Level	**E = D + (b) - (a)**	29,917	3,59,000

BENEFITS

Gratuity payable As per Payment of Gratuity Act, 1972

Note:

1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.

2)The Company provides following discretionary Insurance benefits:
a) Mediclaim Benefit: For Self or Family Floater, as per Company policy
b) Personal Accident Insurance: For Employee, as per Company Policy
c) Life Insurance: For Employee, as per Company Policy
d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll.
Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.

3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.

4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
Nilesh Raikwar
9EAAA64F849F404...

Accepted and Agreed

Nilesh Raikwar
Candidate's Name & Signature

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

Annova

+91 8269047772
www.annovasolutions.com
contact@annovasolutions.com
CIN U93090MP2016PTC040853

Ref: HR/AL/2023-24/2650
Date: 20th Nov'23

To,
Vivek Mittal
vivekmittal207@gmail.com

Subject: Letter of Appointment

Dear Vivek,

We are delighted to offer you a role at Annova Solutions Private Limited on the following terms & conditions:

1. **DESIGNATION:**
   You will be designated as **Medical Coder - Trainee.**

2. **PLACE OF POSTING:**
   You will be posted in our office at **Annova Solutions Pvt Ltd** (hereinafter referred to as 'Company' or 'Organization'), 7th Floor, 701, Block A, Metro Tower Vijay Nagar, Indore-452001(MP). However, at any time during the period of appointment, you will be liable to transfer in such other capacity that the company may determine to any other Department/ Branch/ Establishment or any other Company under the same management without adversely affecting your emoluments and general condition of service. During pandemic, you will be required to work from home "WFH". When things will open up, we may start working from office as per Covid 19 guidelines. You will be required to come report in office as per the management decision.

3. **REMUNERATION:**
   Your Annual Salary on Cost to Company (CTC) basis will be **INR 1,50,000 (Rupees One Lakh Fifty Thousand Only)** The detailed salary structure is enclosed with this letter in the Annexure-A.

4. **WORKING HOURS:**
   Your office working hours will be 9 hours (including one-hour break for Breakfast/Lunch/Dinner/Tea/Snacks) and shift will start anytime between 08:00 am to 11:00 am depending on the client requirements, you need to work from Monday to Friday. The shift timings may be amended by the Management from time to time as per the organizational/client requirement. During probation period, your working days will be 6 days a week from Monday to Saturday.

ANNOVA SOLUTIONS PVT. LTD. INDORE

Indore Institute of Pharmacy

Indore Institute of Pharmacy

Ref. No. IIP/Offer/23-24/ 12

Dec. 28, 2023

To,

Mr. Lalit Dhakar
48, Bholaram Ustad Marg,
Near SBI ATM,
Indore (M.P.) 452001

Offer Letter

Dear Mr. Lalit,

With reference to your application and interview held, we are pleased to offer you the appointment in the capacity of **Teaching Assistant** as per the terms and conditions mentioned below:

1. Your CTC will be as mutually discussed subject to statutory deductions.
2. You shall be initially on contractual appointment of 12 months and thereafter on probation of 12 months and confirmation will be based on your Performance.
3. You are required to assume appointment on or before **Jan. 02, 2023**, however you are requested to confirm your consent immediately.
4. Please submit originals for verification and one set of photocopies of relevant documents on the day of your joining along with your latest CTC Proof.

Terms and conditions: As per **IIST/IIP/IIMR** policy.

With warm regards,

Arun S Bhatnagar

Arun S Bhatnagar
Group Advisor
Sparsh & SEWS

Acceptance .....

Green Waves Club

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
0731 - 4010601 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

Ref: SNH: HR: 2023 September 14, 2023

Subject to Delhi Jurisdiction

Mr. Ajay Pal Rajput
256, Silver Park Colony,
Near DLF, Garden City By Pass Indore-453771
Mob. +91 9691577270
Email ID: ajayrajputajju7270@gmail.com

OFFER LETTER

Dear Mr. Ajay Pal Rajput,

Congratulations! Shrey Nutraceuticals is pleased to offer you the position of **Business Development Executive H.Q. –Indore -M.P.**

Terms and Conditions shall be as under: -

1) Your continued employment will depend on your performance and successful completion of the probationary period with in **Six Months** only
2) Job is transferable anywhere in India.

Pay Package-

	Monthly (In Rupees)
Baic Pay	15,100.00
Conveyance Allowance	3400.00
Total Salary Package	18,500.00
E.S. I	601.00
Total CTC	19,101.00
Net home taken	18,361.00

This is only an offer letter **(valid till 20th September ,2023)** and does not amount to your appointment with the organization.

With best wishes & regards,
For *Shrey Nutraceuticals & Herbals Pvt. Ltd*
NEW DELHI
(Department -HR)

SL/ HR/ 2023/

Date: 25.08.2023

SYSTOPIC LABORATORIES PVT. LTD.
CIN NO. U85110DL 1982PTC014342

Ms. Kratika Chouhan
Indore

Sub: Training Offer

Dear Ms. Chouhan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the facility of training in our organization on the following terms and conditions: -

DESIGNATION	:	***Trainee Medical Representative***
PERIOD OF TRAINING	:	**SIX MONTHS**
STIPEND	:	**RS 21,050/. pm**

In case you remain absent during the training period, there shall be no entitlement for the days of absence. You can avail Casual Leave i.e. only 01 (one) day in a month with the proper application duly approved by your immediate manager.

It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training programme.

You will not be entitled to any of the perquisites of the regular employee.

DAILY FIELD WORKING ALLOWANCES:

H.Q. ALLOWANCE	:	**Rs, 265/- per working day.**
EX-STATION ALLOWANCE	:	**Rs. 275/- per working day.**
OUT-STATION ALLOWANCE	:	**Rs. 600/- per working day.**
SCOOTER/ BIKE FARE	:	**Rs. 4/- per KM.**

While undergoing touring for working at Ex-station and out station, you shall be paid fares as per the prevailing norms of the organization (circular attached).

You shall be reimbursed expenses incurred on postage, telegram, telephone bills and freight charges etc., duly supported by vouchers in connection with company's work duly verified by your supervisor.

Date of Commencement of Training:

The training commences from the date you report for training. In case you do not report for training latest by **28.08.2023** facility will stand automatically withdrawn, unless extended by the Management in writing.

Termination of Training

The training will automatically terminate on the expiry of the training period, unless intended by the Management.

In case you are a candidate with experience, it will be mandatory for you to submit us No Dues Certificate/ No Objection Certificate from your previous employer within one month of date of this letter. This training offer to you is provisional till you submit us the above documents from your previous employer.

In the event of your absenting yourself from duty without intimation or non receipt of daily reports for the period of 10 days, your services shall automatically stand terminated after expiry of the stipulated period of 10 days. Similarly, in case of your over staying leave without any intimation, your services shall stand terminated automatically.

Corres. Add. : 305, Pragati Chambers, Commercial Complex, Ranjit Nagar, New Delhi-110 008
Regd. Off. : 101, Pragati Chambers, Commercial Complex, Ranjit Nagar, New Delhi-110 008
Phones : 48150000, 47025006, 45019111, 45789112-14 E-mail : systopic@systopic.com

Shot on Y30
AI Quad Camera
2023.08.26 15:43

ipca
A dose of life

21/08/2023

Mr. Paras Choudhary,
H.No. - 17, MR-4, Mahalaxmi Nagar,
Near Bombay Hospital,
Indore M.P.

Dear **Mr. Choudhary,**
Further to your application dated 01.07.2023, and the subsequent interview you had with us, we are pleased to inform you that you are hereby engaged as **Assistant Chemist – Production Department** in our Organization based at **Pithampur** with effect from **21.08.2023** on the following terms and conditions :

1. Your engagement will be for a fixed term of **Six Months** from the date of commencement of the same. On expiry of the above tenure, your services will automatically come to an end without any further notice or communication.

2. During this period, you will be paid compensation as per enclosed Statement.

3. The completion of the above period will not give you a right to employment.

4. Not with standing what is stated here in above, if during the period of your engagement, your services are not found satisfactory, the same may be terminated with 24 hour's notice and without any reason or any extra compensation. Similarly, you will be at liberty to resign from services by giving 24 hour's notice.

5. The use of tobacco products like gutkha, bidi, cigarettes, nuts is against the cGMP norms. As such, if you are found in possession of any tobacco related products or any other notified items inside the office / factory premises, you will be liable to strict disciplinary action by the Management.

6. During the course of employment with the company, you shall be part of our safety drive to ensure Safety of plant, property, your colleagues and yourself. In the process, you will be part of our in house Training Seminars on Safety and may be involved in Designing, implementation, execution of Safety Procedures, Guidelines and SOPs. You will also be required to use necessary Personal Protection Equipment's, while you are working, as per the Standard Norms, being followed by your other colleagues. Apart from this, you shall also comply with all the safety instruction manuals and SOPs applicable to your work, as being communicated to you from time to time. In the event of any violation of Safety Norms, Guidelines, SOPs, you will be liable for disciplinary action as per provisions of law.

....2.

Ipca Laboratories Ltd.
www.ipca.com
1, Pharma Zone, SEZ Indore, Pithampur 454 775 (Madhya Pradesh), India | T: +91 7292 667777
Regd. Office: 48, Kandivli Industrial Estate, Kandivli (West), Mumbai 400 067 (Maharashtra), India | T: +91 22 6647 4444
E: ipca@ipca.com CIN: L24239MH1949PLC007837

7. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc. written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your above period.

8. During the above period you can be rotated in any of the Company's departments, Branch Offices, sister concerns or other factory locations without any notice and without any additional compensation or provision for accommodation, anywhere in India.

9. In the event you are absent from duty for a long period without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the fixed term period of the Company and you will cease to be a Fixed Term Employee of the Company from the date as being communicated to you.

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

Yours faithfully,
For **Ipca Laboratories Limited**

Arindom Sen
Sr. General Manager - Operations

Paras

Accepted: _____
(Signature)

Ipca Laboratories Ltd.
www.ipca.com
1, Pharma Zone, SEZ Indore, Pithampur 454 775 (Madhya Pradesh), India | T: +91 7292 667777
Regd. Office: 48, Kandivli Industrial Estate, Kandivli (West), Mumbai 400 067 (Maharashtra), India | T: +91 22 6647 4444
E: ipca@ipca.com CIN: L24239MH1949PLC007837

NIPER JOINT ENTRANCE EXAMINATION - 2023

CONDUCTED BY NIPER, GUWAHATI

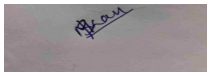
AHMEDABAD | GUWAHATI | HAJIPUR | HYDERABAD | KOLKATA | RAEBARELI | SAS NAGAR |

औषध विभाग
Department of Pharmaceuticals

NIPER JEE - 2023

RANK CARD

Hall Ticket Number	2303110542
Application Number	11810104130
You Applied for	**All master Courses Except Medical devices**

Candidates's Full Name	MUSKAN PARASHAR	
Father's/Guardian's Full Name	MANOJ PARASHAR	
Date of Birth	30/11/2001	
Gender	FEMALE	
Category Type	GENERAL	
Marks Secured	40.0000	
Rank In Figure	2047	
Rank In Words	Two * Zero * Four * Seven	**Candidate Signature**

This is a computer generated document. Hence, does not require signature.

Print

Devi Ahilya Vishwavidyalaya
School of Pharmacy

B.Pharm. Placement Record (2022-2023)

S. No.	Name	Designation	Company	Salary Package (LPA)
01	Ms. Mananshi Jain	Trainee Sales Executive	Sun Pharma, Dewas (M.P.)	3.60
02	Ms. Sheetal Deshmukh	Apprentice	Mylan Viatris, Pithampur	2.40
03	Ms. Poorti Vishwakarma	Apprentice	Mylan Viatris, Pithampur	2.40
04	Ms. Maithili Jain	Apprentice	Mylan Viatris, Pithampur	2.40
05	Mr. Akshat Parmar	Apprentice	Mylan Viatris, Pithampur	2.40
06	Ms.Yashi Yadav	Apprentice	Mylan Viatris, Pithampur	2.40
07	Ms. Kritika Chouhan	Trainee Medical Representative	Systopic Laboratories Pvt. Ltd. (M.P.)	2.52
08	Mr. Vivek Mittal	Medical Coder	Annova Solutions Indore	1.50
09	Mr. Paras Choudhary	Assistant Chemist	IPCA Laboratories, Pithampur (M.P.)	1.88
10	Mr. Ajay Pal Rajput	Business Development Executive	Shrey Nutraceuticals and Herbal Pvt. Ltd., Indore	2.29
11	Ms. Mansi Verma	Apprentice	Aaschem Life Care Pvt. Ltd.	1.20
12	Ms. Yashshri Taose	Apprentice	Sun Pharma, Dewas (M.P.)	1.68
13	Ms. Mehar Sheikh	Apprentice	Glenmark Pharmaceuticals Ltd.	1.20
14	Mr. Tanmay Gupta	Apprentice	Nandini Medical Laboratories Pvt. Ltd.	1.44
15	Ms. Pooja Mandod	Apprentice	APCER Life Sciences, Ahmedabad	2.30
16	Ms. Meenal Verma	Apprentice	APCER Life Sciences, Ahmedabad	2.30
17	Mr. Mohd. Latif	Apprentice	APCER Life Sciences, New Delhi	2.30
18	Mr. Nilesh Raikwar	Senior Associate Operations	WNS, Global Services Pvt. Ltd., Indore	3.59

M.Pharm. Placement Record (2022-2023)

S. No.	Name	Designation	Institute	Salary Package (LPA)
01	Ms. Shruti Sinha	Asst. Professor	Sri Balaji College of Pharmacy, Jaipur	2.40
02	Mr. Lalit Dhakar	Asst. Professor	Indore Institute of Pharmacy, Indore	2.59

HEAD

SCHOOL OF PHARMACY
HEAD
D.A.V.V. INDORE

Sri Balaji College of Pharmacy

A Unit of Sri Balaji Siksha Samiti
Benad Road (Macheda), Near Dadi Ka Phatak, Jaipur 302013
Tel.: 0141-2972260/61 • E-mail: admin@sbss.ac.in • Website: www.sbss.ac.in

Approved by PCI, A.I.C.T.E. & Affiliated to ***Rajasthan University of Health Sciences, Jaipur***

SBCP/23/04387

Date: 01-12-2023

APPOINTMENT ORDER

To,
Ms. Shruti Sinha
D/o Mr. Sanjay Kumar Sinha
Samadhi Road Pdariya R.F.R.C.,
53, Star Dream city, Jabalpur
Madhya Pradesh-482021

Ms. Shruti Sinha ,

With reference to your application for the faculty position and subsequent personal interview, the management is pleased to consider to appoint you as **Assistant Professor** in the department of **Pharmacy** at **Sri Balaji College of Pharmacy, Jaipur** on **probation** basis initial for a period of two years. During this period you will be paid a consolidated salary of Rs.15,000/- p.m.

The appointment shall be governed by the following terms and conditions:

1. The management may, if so pleases, consider reducing the period of probation by a suitable period if the conduct and services are found exemplary.
2. Once joined, you will not be allowed to leave the services during the run of semester/year. A minimum one month's notice is necessary for seeking relief from the post or else, you will have to surrender one month's salary, in lieu thereof. The notice period can be waived off, with mutual consent or during long holiday / vacation.
3. The services of the candidate are liable to be terminated without assigning any reason, if his/her performance is not found satisfactory.
4. During the service period you shall abide by the rules, regulation and code of conduct, in vogue or introduced from time to time, by the competent authority.
5. The requisite documents, as applicable, shall be submitted at the time of joining. The joining report shall be accepted only upon verification of the original documents.
6. If you have claimed any working experience, your salary will be released only after submission of experience certificate and proper relieving order issued by your former employer.
7. In case you would like to leave for alternate assignment elsewhere, the relief shall be subject to the possibility of satisfactory transitory arrangement of work load assigned to you.
8. You will not engage yourself in any other work, business or occupation directly or indirectly whether honorary or otherwise during the course of your employment with us. If at any time it is found that you are so engaged, your services may be terminated without any notice.
9. If you remain absent from duty for eight days without the prior permission of the Management, or overstay the sanctioned leave without first getting it sanctioned, your services shall come to an end and you shall be deemed to have abandoned your employment on your accord and that your name shall be struck off from the organization's roll.
10. All disputes, differences and/or claims arising out of these provisions or as to the rights and liabilities of the parties hereunder, shall be settled by arbitration to be held in Jaipur, in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitration of a person to be nominated/appointed by SBCP. In the event of death, refusal, neglect, inability or incapability of the persons so appointed to act as an arbitrator, SBCP may appoint a new arbitrator. The award including the interim award(s) of the arbitrator shall be final and binding on all parties concerned. The arbitrator may lay down, from time to time, the procedure to be followed, in conducting arbitration proceeding and shall conduct arbitration proceedings in such a manner as is considered appropriate, Any proceedings to be initiated in any court of law, in pursuance of this arbitration, shall be instituted and be held in the court of law at Jaipur only.
11. It has been agreed between the parties that hitherto, Jaipur courts alone shall have exclusive jurisdiction in respect of any matter, or claim or dispute arising out of or in any way relating to these provisions or to anything to be done pursuant to these provisions or in regard to interpretation of these provision or of any clause or provision thereof.
12. For any other matter, not covered above, the decision of the management shall be final binding on the appointee.

Please return the duplicate copy of this letter, duly signed, showing your acceptance, so as to reach this office not later than (07) days from the date of dispatch.

CHAIRMAN