



22nd May, 2023

Manish Dhanware
Sales Executive,
Indore

LETTER OF EMPLOYMENT

Dear [Mr. / Ms. / Mrs.] **Manish Dhanware**

We welcome you to NGRT Systems Private Limited (“**Company**” or “**NGRT**”). The terms and conditions of your employment shall be in accordance with the employment agreement to be executed between you and the Company, and as enclosed with this letter.

Your monthly CTC on a Cost to Company basis for the year **2023-24**, with effect from **22nd May, 2023**, is **25777/-**. The detailed remuneration and benefits structure is set forth in **Annexure – B** to the employment agreement.

Please note that the details of remuneration and benefits provided to you are confidential in nature, and any disclosure of your remuneration, other than to the head of your department or the human resource department, shall be construed as a breach of the terms of your employment. We would like to highlight that your remuneration package is unique to you and, therefore, is of no comparison with other employees of NGRT.

Please share your acceptance to this letter and the employment agreement, by way of an e-mail acknowledging the terms hereof and of the employment agreement issued to hr@ngrt.in, within [3 (three)] business days of receiving the same. Subsequently, please electronically sign the digital copy of this letter and the employment agreement through the link that you have received on your registered email ID via the Signeasy portal.

We look forward to your valuable contributions and wish you the very best!

Yours sincerely,

Ms. Chithra Ranjith

Ms. Chithra Ranjith

People Change and Internal Audit

NGRT SYSTEMS PRIVATE LIMITED

I have read, understood, and accepted the terms of this letter and the employment agreement annexed as below.

Manish Dhanware

[Mr. / Ms. / Mrs.] Manish Dhanware

समाज में उन्नति के शिखर पर आगे बढ़ रही हैं महिलाएं

नारी शक्ति की अनूठी मिशाल पेश करने वाली तीन महिलाओं की कहानी

रूपेश जैन | बबरखाना

बदलती दुनिया में नये भारत का जब इतिहास लिखा जाएगा, निश्चित ही भारतीय नारी के स्वावलंबी स्वरूप को भी गिना जाएगा।

प्राचीन भारत का इतिहास हमारे अतीत की उन रेखाओं को भी दर्शाता है कि जब एक काल में महिलाओं को पूजनीय सम्मान दिया गया तो एक काल में महिलाओं के सम्मान को विस्मृति के गर्त में भी धकेल दिया गया, परंतु अब वर्तमान उस चीते हुए अतीत से परे है जहां अब आजाद भारत की नारी स्वतंत्र है, शिक्षित है, स्वावलंबी है और सशक्त है जो देश की प्रगति का एक महत्वपूर्ण अंग भी है लेकिन यह बात भी सही है कि भारत विविधताओं से भरा है जहां एक ओर भारतीय नारीत्व आज भी बेड़ियों में जकड़ा है तो वहीं दूसरी ओर अनेक महिलाओं के सशक्तिकरण का प्रभाव देश की अमिट छाप पर गहरा है। जहां पर यह शिक्षक भी है तो यह पुलिस अधिकारी, स्वतंत्र पत्रकार भी है तो वहीं वह किसी की बेटी, बहु, पत्नी और किसी की मां भी है! वह भारतीय नारी है साहब जो अपने रिश्ते को बखूबी निभाते हुए देश सेवा का कर्तव्य भी अदा कर रही है।

08 मार्च अंतर्राष्ट्रीय महिला दिवस के अवसर पर इंदौर क्षेत्र में अलग-अलग कार्यरत ऐसी



प्रोफे. रेखा आचार्य



मनीषा पाठक सोनी



कनुप्रिया सत्तन

तीन महिलाओं की कहानी जिनका कार्य भारतीय समाज को है प्रेरणास्रोत

परिवार के साथ दो विभागाध्यक्षों की संभालें कमान : छत्तीसगढ़ के दुर्ग जिले में जन्मी बेटी बचपन से ही होनहार रहें जिसने कनाड़ा में वर्ल्ड यूथ एक्सचेंज प्रोग्राम कार्यक्रम में भारत का प्रतिनिधित्व सहित समाज सेवा के क्षेत्र में अन्य उपलब्धि हासिल की है तथा जो अब वर्तमान में अर्थशास्त्र की प्रोफेसर रेखा आचार्य मध्यप्रदेश के देवी अहिल्या विश्वविद्यालय इंदौर के दो विभागों में विभाग अध्यक्ष के रूप में पदस्थ हैं, तो साथ ही एक विभाग में प्रोफेसर के रूप में भी अपनी सेवाएं प्रदान कर रहें हैं। अवश्य ही पारिवारिक जीवन के साथ-साथ, तीन-तीन जिम्मेदार पदों को संभालना एक चुनौती रहता है लेकिन वह भारतीय नारी है जनाब जो चुनौती का भी हंसकर मुकाबला करती है। प्रोफेसर रेखा आचार्य महिलाओं के लिए भी अपनी बात रखते हुए कहती हैं कि आपकेवल एक दिन अपने लिए मत निकालिए क्योंकि हर दिन

आपका है, और इसके अलावा समस्याओं से घबराना नारी की नियत में नहीं है उसका डटकर मुकाबला करना ही असली नारी का परिचय है।

महिला सुरक्षा के लिए तत्पर मनीषा : मध्यप्रदेश के टीकमगढ़ जिले की बेटी हाल में इंदौर में एडिशनल डीसीपी के पद पर पदस्थ है एवं इसके अतिरिक्त वह एडिशनल डीसीपी महिला सुरक्षा व ऐजेके, स्टाफ ऑफिसर आईजी जोन इंदौर का भी चार्ज संभाल रहें हैं। हाल में एक माह पहले उनको एक किताब लैंगिक अपराधों की वैज्ञानिक विवेचना एक परिचय प्रकाशित हुई है। एवं वह कहती हैं कि इंदौर के महिला धाने व महिला डेस्को का सुपर विजन उनके द्वारा किया जाता है तथा पीटीसी में पोस्टिंग के दौरान लगभग पांच हजार महिला कॉन्स्टेबलों को उम्दा ट्रेनिंग भी दी गई है। साथ ही वह महिलाओं के लिये संदेश देते हुए कहती हैं कि महिलाएं स्वयं को कमजोर मानें तो यह हमारी ही गलती है क्योंकि ईश्वर ने हमको अससीमित शक्ति प्रदान की है, जिसको पहचान कर सही दिशा में प्रयोग करना है और

खुद को कभी भी अशक्त नहीं समझना है।

गर्भवती होने के साथ भी 10-12 घंटे कार्य : इंदौर की एक महिला पत्रकार कनुप्रिया सत्तन एक टीवी चैनल में संपादक हैं जिन्होंने अपने संस्थान के माध्यम से मर्दानी कार्यक्रम प्रसारित कर समाज में हटके कार्य करने वाली महिलाओं के कार्यों को प्रकाशित किया व उनके नारीत्व को संबल प्रदान किया है। अभी वर्तमान समय में कनुप्रिया सत्तन स्वयं ही गर्भवती है परंतु फिर भी वह चरले कुर्मा के अलावा 10-12 घंटे अपने संस्थान के लिए देती हैं। वह महिलाओं के लिए कहती हैं कि किसी महिला को यह नहीं समझना चाहिए कि वह किसी से कम है, क्योंकि बेटी है तो क्या हुआ उसे पढ़ने और आगे बढ़ने का हक तो है।



रूपेश जैन

पुत्रा पत्रकार, सामाजिक कार्यकर्ता
rupesh7247@gmail.com
मो. 7247230761



02 November 2022

APPOINTMENT LETTER

To,
Ms. Rootambara Das
Pawansut Colony, Hurawali,
Tirah Hajeera,
Gwalior, Madhya Pradesh - 474002

Dear Rootambara Das,

We are pleased to appoint you as **Trainee – HR**, in the **Human Resources Department**, at **Grasim Industries Limited – Vikram Woollens, Malanpur** posted at **Malanpur** and reporting to **General Manager & Head – HR & IR of Grasim Industries Limited – Vikram Woollens, Malanpur** (CIN: L17124MP1947PLC000410). Your appointment is effective from your **Date of Joining** i.e. **2nd November, 2022**.

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached **Annexure "A"**. The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. The **Target Annual Incentive Pay component** of your compensation is payable to you upon successful meeting of certain conditions as per Company's policy in this regard. During your first year of joining you shall be eligible to receive proportionate Target Annual Incentive pay as per the applicable policy, for details of which please refer to the Annual Incentive Pay plan of your business. In case of resignation, transfer or retirement, please refer the Company Policy with regard to the payment of the Target Annual Incentive or get in touch with your HR to know the details.
2. Your compensation may be revised from time to time in accordance with Company's policies.

Training Period, Confirmation & Separation:

3. Initially you will be on **training** for a period of **12 (twelve) months** from the Date of Joining the Company and your confirmation thereafter would be in writing and would depend on your satisfactory performance, else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.
4. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set

PRIVATE & CONFIDENTIAL

Grasim Industries Limited
(Unit-Vikram Woollens)
GH I to IV, Ghironghi Malanpur - 477 117
Distt. Bhind (M.P.) India

Telephone: +91 7539 283602, 283603
Mobile: +91 98264 29512/13
Fax: +91 7539 283339

CIN: L17124MP1947PLC000410
Website: www.vikramwoollens-grasim.com
E-mail: vikramwoollens@adityabirla.com



Registration No: 282034164

Name: AARYA GAUTAM

Roll No: 2061000336

RECRUITMENT OF EXECUTIVES
(ON CONTRACT) 2023-24

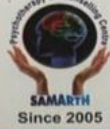
1. This has reference to your application for Recruitment of Executives (on contract) in IDBI Bank 2023-24.
2. With reference to your application, you have been called for Online Examination to be held on 02/07/23 at 11:00 AM.
3. Your call letter, for Online Examination, giving the date, time and venue address and Information Handout is available on the Bank's website www.idbibank.in/idbi-bank-careers-current-openings.aspx from **23.06.2023** onwards.

समर्थ™ सायकोथैरेपी एण्ड काउंसलिंग सेन्टर

ISO 2001:2015 CERTIFIED

Sanjeev Tripathi

MMSR PGDGC, RCI CRR No. A13216
Consultant Clinical Psychologist
Greater Kailash Hospital, Old Palsai, Indore
Ex. Clinical Psychologist (DMHP)
M.G.M. Medical College, Indore

**संजीव त्रिपाठी**

एमएमएसपी, पीजीडी-जीसी,
आरसीआई, सीआरआर नं. A13216
क्लीनिकल एण्ड चाइल्ड सायकोलॉजिस्ट
फेमिली एण्ड मेरिज काउंसलर

✉ sanjeevdev10@rediffmail.com

समय : 11 से 7 बजे तक (फोन पर समय लें)

☎ 93009 10036, 82694 29737

Letter of Appointment

Date : 30/01/2023

*Ms. Saloni Chouhan***Subject:** Application for the post of Counseling Psychologist.

Dear, Saloni Chouhan

We are pleased to inform you that our organization has found you eligible for the profile of Counseling Psychologist.

You are requested to report at our Clinic as per address given below at 11:00am on 1st feb 2023 in approval to your appointment.

This is to inform you that this letter will be null and void in case you do not report at the date and time specified in this letter.

At the time of joining please bring all photocopies of testimonial, copy of degree and two recent passport sizes photographs.

Thanking You

SAMARTH Psychotherapy & Counseling Center

Dr. Sanjeev Tripathi
Director of Organization

Dr. Sanjeev Tripathi
Clinical Psychologist
RCI CRR No.-A13216



Laurels School International

School Campus : Talavali Chanda, Manglia (P.O.) A.B. Road, INDORE - 453 771 (M.P.) | Phone : 7049926740, 7049926741

City Office : 11, Chandralok Extension, Kalpaka Apartment (Saket Nagar), INDORE - 452018 (M.P.) | Phone : 0731-2551784, 2553429

CONTRACT OF SERVICE

An agreement made this 1st day of SEPTEMBER two thousand and TWENTY TWO between Mr. / M/s. / Ms. AMATULLAH AGARWALA hereinafter called the teacher / employee of the school the Party No. 1 of the one part and the Management of the school the Party No. 2 of the other part. The Management hereby agrees to employ the Party No. 1 and Party No. 1 hereby agrees to serve as TEACHER in the school on the following conditions:

1. The Party No. 1's employment shall begin from 22nd day of AUGUST 2022. He / She shall be employed in the first instance on probation for a period of two years (24 calendar months) on temporary basis and shall be paid a monthly salary of Rs. 29000/-. The probation period will end only after confirmation letter is issued. During the probation period Party No. 1 will not be entitled to receive the one month Summer Salary.
2. If the work and conduct of the Party No. 1 during the period of probation is not found satisfactory, the services of Party No. 1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be Management / Board Member / Principal of the school.
3. After satisfactory completion of his / her probationary period, the Party No. 1 shall be confirmed with effect from the expiry of the said period of probation and the confirmation letter will be issued.
4. On completion of probation i.e. on confirmation of employment the Party No. 1 shall be entitled to the benefits of one month Summer Salary.
5. The Party No. 1 shall not leave the station without having first obtained the written permission from the Principal of the school.





भारतीय प्रबंध संस्थान इन्दौर

प्रबंध शिखर, राऊ-पीथमपुर रोड, इन्दौर – 453 556 (म.प्र.), भारत

INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453 556 (M.P.), India

No. Project /STARS/22-23 /4

6th June 2022

Mr. Jayesh Agrawal
72,new Sant Nagar
Ganesh Nagar main road
Khandwa Naka indore
Landmark-Saini Kirana shop
Pin- 452020
Mobile 7987256732
Email: jayeshagrawa0609@gmail.com

Dear Mr. Jayesh Agrawal,

With reference to your application and the subsequent online interview with us on 6th June 2022, we are happy to inform you that the Institute is pleased to welcome you as **Project Associate** on the following terms and conditions:

1. This is a fixed term association for a period of 06 months, from the date of joining (extendable by 6 months, if necessary). You must join on or before 7th July 2022 failing which the offer stands cancelled. Your association will automatically terminate at the end of 06 months from the date of joining unless extended in writing.
2. During the period of this association, you will be paid a consolidated stipend /salary of Rs. 23,000/- (Rupees Twenty-three thousand only) per month. You will not be entitled to any other perquisites, allowance, or terminal benefit.
3. You will be reporting to the Project Consultant, or any other person assigned by him. You will be required to work on the effective execution of the project(s) including any academic, research and writing as required. You will also be required to participate in any activity of the Institute, as may be assigned to you from time to time through the Project Consultant or the faculty member you report to. Some of your responsibilities include,
 - a) Data collection from the field. The assignment involves travel outside Indore to various places in India and collecting information from beneficiaries of the projects or officials associated with the projects etc. You will complete the specific work assigned by your reporting faculty member regarding arrangements for the smooth conduct of the project. Field work may also involve data collection from other entities not mentioned above.
 - b) Research – You will be responsible to assist the faculty in their research work, preparation of reports ppts etc. You should actively seek the guidance

of area faculty in such research work. You will not be entitled to any additional remuneration or allowance for such work.

- c) As this is a project, you may be required to work late in the evening and/ or on Sundays and holidays. Your normal work timing would be from 9 a.m. to 5.30 p.m. Monday to Saturday. In case you work on Sundays or Holidays, you can take your weekly off on another day with the consent of the Project Consultant. You may also be required to travel outside Indore on work related to the project and in such cases, you will be eligible for travel, boarding and lodging expenses as per the rules.
4. You will be entitled to 30 days leave of absence per year (or 2.5 days per month for the period of contract), which can be availed on pro-rata basis based on the period you have completed with us.
5. This association is subject to termination by two months' notice in writing on either side or payment of two-month salary /stipend /contractual allowance in lieu thereof. As this is a project, the institute does not encourage leaving "in-between" the project except in rare cases.
6. This is purely a temporary association, and you will not have any right for regularization of service in the Institute.
7. The Institute would require two copies of your Aadhar card, recent passport size photograph, copies of documents in support of your date of birth, major academic qualifications, work experience, and relieving letter from past and present employers. You would also be required to provide two letters of reference from persons of standing who know you for at least 2 years. You would also require bringing all the original documents for verification at the time of joining. You should report to the Personnel Office of the Institute on any working day at 9:00 am (Monday to Friday) for joining formalities.
8. You may need to submit a police verification certificate from the police station of your area at the time of joining to the Personnel Officer of the Institute. Please note as this is normally issued by the police station which has jurisdiction over your place of current residence, you should try to bring it when you report for joining.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance of the offer on or before 17th June 2022, failing which we will assume that you are not interested in the offer.

We welcome you to the process of institution building at IIM Indore.



Project Consultant /Faculty Coordinator
D.L.Sunder

I accept the offer and its terms. I will be joining on _____
Mr. Jayesh Agrawal

No. Acad / Admn 2022

Date: 30.07.2022

OFFER LETTER FOR PROVISIONAL ADMISSION
Mumbai Campus

Dear Mr./Ms. KHUSHAL BURRE

Registration No. C22032151

We take pleasure in informing you that you have been **provisionally selected** for admission to the M.A. In Integrated B.Ed - M.Ed programme for academic session 2022 - 2025 offered at our Mumbai Campus.

The above offer (said selection) is subject to the following conditions. Please sign the duplicate copy of this Offer letter in token of your acceptance to the admission. It may be noted that in case, it is found that during the process of final selection/scrutiny of your document/s, if it is found that either you do not fulfill or withhold or have given wrong information, this offer shall stand 'cancelled'.

1. You will be required to produce all original mark sheets, certificates, etc. as on the date of publication of advertisement on the website, the said date shall be reckoned for purpose of the eligibility requirement and the same shall produce and confirmed through the verification process.
2. You will be required to undergo medical check-up prior to attending the document verification process at the respective campuses and produce a medical report from any Government Medical Officer as per the prescribed medical form. If you are not found medically fit, this offer of admission shall automatically stand cancelled.
3. You will ensure that the information provided by you for seeking admission is complete and correct in all respects, and any misinformation thereof shall result in penal action/cancellation of admission forthwith.
4. In case, you have not completed all the requirements of your final year Bachelor's Degree examinations by September 30,, 2022 (including subsidiary/minor subjects, practicals, as applicable) this offer shall stand automatically cancelled.
5. You will be required to give an undertaking to the Institute that you have read and understood all the rules regarding discipline, conduct, class and field work attendance, requirements for passing the (Bachelor's degree examination), copying and cheating in examinations/assignments, field work, hostel, dining hall, withholding or withdrawal of degree etc. incorporated in the Prospectus and the Student Guide/Students' Handbook providing for Honour Code and you will abide by all these rules and also any modifications thereto, as may be made from time to time by the Institute.

6. **ACCEPTANCE LETTER:**

At the first instance, you are required to sign and submit the acceptance letter, produced your original mark sheets, certificates etc. in support of your application for verification on or before July 30, 2022 up to 5.00 p.m. to the Institute.

7. **VERIFICATION OF ORIGINAL DOCUMENTS:**

Verification of original Documents will be done at Mumbai Campus from July 28, 2022 to July 30, 2022 between 10.00 am to 6.00 pm.

8. **PAYMENT OF FEES:**


You will have to pay the course fees online as per mentioned in the Students Management System.

9. **POST ADMISSION ORIENTATION:**

A three-day post admission online orientation will be held in the Institute respective class room starting on the 25th July, 2022 at 9.30 am. The Director, TISS will address the students. **Attendance is compulsory for ALL students of all programmes.**

The Institute looks forward and welcome you to have an exciting and excellence future.

With best wishes,
For Tata Institute of Social Sciences

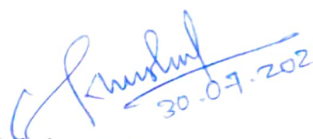

Deputy Registrar (Academic)
Tata Institute of Social Sciences
V. N. Purav Marg, Deonar
Mumbai-400 088
Phone - 022 - 25525269

ACCEPTANCE

I have read the terms and conditions of the above offer letter and in token thereof, I put my signature.

Place : Mumbai

Date : 30.07.2022


Student name with signature

KHUSHAL
BURRE

Date:21st Oct'2022

Ref No. MSKD/22/10/06

To,
Mr Alankrita Soni
Rewa, (M.P.)

Congratulations! We are pleased to confirm that you have been selected as **Program Associate,Indore** at **Muskaan Dream Creative Foundation** and will be contributing to our mission in the same capacity. We are grateful for your sincere intent toward empowering teachers with technology to make schools future-ready.

You will be placed in Indore, and your date of joining is **1st November 2022**. Your CTC will be **INR 2,40,000/- per annum** effective from the date of joining.

The following are the norms that we work with to build a strong, collaborative and transparent work culture. Please also note that all the below are standard working conditions.

1. Appointment

- 1.1 In accepting the role, you are making a full-time commitment to **Muskaan Dreams**
- 1.2 Your reporting head office will be **Gwalior (M.P)**
- 1.3 You will be on probation for 3 months post joining.
- 1.4 In the event of you not joining after accepting the offer letter, the Organisation can initiate action and claim the cost of recruitment/two months salary.

2. Settling in

- 2.1 We have a week-long Induction & training process for all the new members. The plan is designed with the intention of encouraging a holistic understanding of the organisation, its functions, and people in order to set up a new start.
- 2.2 The freedom and autonomy granted to you is through flexible working hours but with a clear understanding that all tasks/projects assigned will be completed with high quality and rigour within the deadline specified.
- 2.3 Your detailed roles and responsibilities will be shared with you during the time of Induction and training
- 2.4 You will have opportunities to attend and participate in the weekly meetings so that you can be part of building a strong team culture.
- 2.5 You are requested to fully adhere to Muskaan Dreams policies and also encourage you to share your feedback on processes and policies

Muskaan Dream Creative Foundation

D-505, Orange Woods, Sirol Road, Gwalior (M.P) 474001

info@muskaandreams.org

3. Compensation

3.1 Your compensation will be disbursed every month. Your compensation shall be paid net of all deductions including the applicable taxes that are legally required or authorised to be withheld/deducted as per the applicable laws and regulations.

3.2 You will be reimbursed for any official expense incurred on behalf of Muskaan Dreams (please acknowledge prior)

3.3 In case we are unable to forge a strong partnership amongst ourselves, Muskaan Dream Creative Foundation will hold the authority to nullify your employment contract on one or more of the following events.

A. If any declaration and/or information furnished by you proves to be false. Muskaan Dreams will be terminating the contract without notice in such an event.

B. If your reference check towards prior employment/education does not match with the documentation that you have submitted. Muskaan Dreams will be terminating the contract without notice in such an event.

C. In case of underperformance on set goals discussed between you and your Head, Muskaan Dreams can terminate the employment with 1 week's notice during the probation period and with one-month notice/compensation in lieu of one-month notice post probation.

4. Are you with us?

Yes, I have read the contract and I agree to abide by as well as be flexible with the changes in the Muskaan Dreams guidelines. I also confirm that all the documents and references shared by me are authentic and original.

Note: Kindly confirm your acceptance through email on or before 22nd Oct'2022. Also, sign & return a copy of this letter asap (scan & courier both). We look forward to having you onboard.

Best wishes



Rishabh Arya
Head of People Management
Muskaan Dream Creative Foundation

Accepted By: **Alankrita Soni**



301, Airen Heights, PU III, Scheme No. 54
Opposite C-21 Mall, Indore - 452 010
E-mail: info@lancesoft-india.com
Visit us at www.lancesoft.com
Phone: +91-731-2551102, Fax: +91-80-28543998

PERSONAL & CONFIDENTIAL

Date: 09/Sep/2022

OFFER OF EMPLOYMENT

Dear Siddharth Gajmore,

This is with reference to your interview(s) dated **08-Sep-2022** for the position of the "**Management Trainee, US Staffing, Level - L1, Band - A1**". We are pleased to inform you that you have been selected for the position stated above. Your initial place of posting will be at Indore.

Your annual CTC will be **2, 36, 000 INR (Two Lakh Thirty Six Thousand Rupees only)** as detailed in ANNEXURE - A. Please bring the original along with a photocopy of the following documents at the time of joining:

1. Educational Certificates (X, XII, Graduation, Post-Graduation)
2. Five recent passport size photographs
3. Photo ID Proof (Acceptable Documents: Passport/Voter ID/Driving License/PAN Card)
4. Current/last Employer's offer/appointment letter
5. Relieving Letters (of all previous employments)
6. Pay slips and & Salary Account Statement of your current/last employment for the last three months

Failure to submit any or all of the above documents will result in an immediate termination of this offer.

Your employment with LanceSoft will be governed by LanceSoft's policies, as modified, from time to time and at LanceSoft's sole discretion, upon notice to you. Annexure B provides a subset of the LanceSoft's policies that will govern your employment with us.

You shall initially be on probation for a period of one eighty days (180). LanceSoft's Incentive scheme is recurring, performance based and eligible once you complete the Calendar Quarter. And if you leave the Company before 6 months then you are not entitled for any Leave Balance Encashment.

You shall join the services of LanceSoft on or before **13/Sep/2022**. If you choose to accept this offer, please provide us your confirmation of acceptance. Offer stands canceled in case of non-acceptance, any deviations in the information/documents provided by you, or if you fail to report on or before the **13/Sep/2022** without the prior approval of LanceSoft Management.

We look forward to welcoming you to the LanceSoft team.

Yours' Sincerely,

Accepted,

<Signature>
<Siddharth Jain>
(Senior Manager - India HR)

<Signature>
Siddharth Gajmore

LanceSoft India Pvt Ltd,



301, Airen Heights, PU III, Scheme No. 54
Opposite C-21 Mall, Indore - 452 010
E-mail: info@lancesoft-india.com
Visit us at www.lancesoft.com
Phone: +91-731-2551102, Fax: +91-80-28543998

ANNEXURE – A

Name: Siddharth Gajmore
Designation: Management Trainee
Department: US Staffing
Level: L1
Band: A1
Effective: 13/Sep/2022

Annual CTC	236000		
CTC for Month	19667		
Earnings	Amount Monthly	Deductions	Amount Monthly
Basic Pay	7867	PF- Employee	944
House Rent Allowance	3147	Professional Tax	125
Conveyance/Transport	1600	ESIC	148
Medical Bills	1250		
Leave Travel Concession	1000		
Other Allowances	3859		
Monthly Cash Component	18723	Total Deductions	1217
PF Employer Component	944		
Total Monthly Gross Salary	19667		
Net Pay	17506		

Yours' Sincerely,

Signature
Sidharth Jain
(Senior Manager – India HR)

Accepted,

Signature
Siddharth
Gajmore



301, Airen Heights, PU III, Scheme No. 54
Opposite C-21 Mall, Indore - 452 010
E-mail: info@lancesoft-india.com
Visit us at www.lancesoft.com
Phone: +91-731-2551102, Fax: +91-80-28543998

ANNEXURE – B

1.0 Personal Particulars:

You hereby confirm that the personal and other information provided by you is current and accurate. You will keep LanceSoft informed of any change in your residential address, your family status or any other pertinent personal information provided by you.

2.0 Assignment, Transfer and Deputation:

Though you have been engaged for a specific location, LanceSoft reserves the right to send you on deputation/transfer/assignment to any of the LanceSoft offices in India or abroad, whether existing at the time of your appointment or to be set up in future.

3.0 Termination:

3.1 Your employment shall terminate immediately:

- i) Upon LanceSoft giving you a thirty (30) days notice of termination for any reason, with or without cause; LanceSoft at its sole discretion, may terminate you immediately by paying your basic monthly salary in lieu of giving you such notice; and/or
- ii) Upon LanceSoft's notice to you, if you are in breach of any of the LanceSoft policies and procedures

3.2 LanceSoft may terminate your employment immediately, with or without notice on the occurrence of your:

- i) Non-performance of the duties, roles and responsibilities assigned to you
- ii) Unauthorized absence, disclosure/misuse of LanceSoft's confidential information, engaging in misconduct (willful, intentional or otherwise)
- iii) Involvement in any act of moral turpitude
- iv) Obligations hereunder or being arrested, charged or convicted in any criminal or similar proceedings that involves a matter which LanceSoft believes in its sole discretion may affect LanceSoft, its employees, contractors and/or clients

3.3 You may at any time terminate your employment by giving thirty (30) days prior written notice to LanceSoft. This will be applicable in probation period also.

4.0 Intellectual Property:

If during the period of your employment with LanceSoft, you achieve any invention, process improvement, operational improvement, or other process/method likely to result in a more efficient operation of any of the activities of LanceSoft, we shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to LanceSoft for the purpose of seeking any patent rights or for any other purpose. LanceSoft will have the sole ownership rights of all the intellectual property that you may create during the tenure of your association with LanceSoft including but not limited to the creative concept that you may develop.



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Phone: +91-731-2551102, Fax: +91-80-28543998

5.0 Secrecy/Confidentiality:

5.1 Use of Proprietary and Confidential Information: You will not, at any time, during the course of your employment with LanceSoft and thereafter, divulge or disclose LanceSoft's proprietary or confidential information to any third party or entity including competitors and/or former employees without prior authorization of LanceSoft. You will not make any use of LanceSoft's proprietary or confidential information for your own or any purpose other than that of LanceSoft. Failure to do so on your part shall result in your immediate termination and a legal action shall be taken against you and the third party/entity to which the information was divulged.

5.2 Access to Information: Unauthorized access to LanceSoft's proprietary or confidential information or an attempt to do so is strictly prohibited and shall result in an immediate termination of your employment and a legal action against you.

5.3 Restriction on Personal Use: Use of LanceSoft resources for personal use is strictly prohibited. This includes usage of computer resources, information, internet service, assets, and working time of LanceSoft for any personal use. You will under no circumstances carry any work home unless specifically approved by your manager. Any usage of LanceSoft information for personal use will result in an immediate termination of your employment without notice and/or a legal action as deemed appropriate. You may/may not, at the sole discretion of LanceSoft, be required to reimburse LanceSoft for any losses incurred on account of personal usage of LanceSoft resources.

6.0 Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency in technical/professional skills you have declared to possess as per your application for the employment and your ability to handle any assignment/job independently. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standards set by LanceSoft, we shall have the right to terminate your services without giving any notice, notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable and are subject to the modifications, from time to time, at the sole discretion of LanceSoft.

By accepting and signing this offer letter, you agree to have thoroughly read, understood and will abide by the terms and conditions set forth herein.

Yours' Sincerely,

Accepted,

Signature
Sidharth Jain
(Senior Manager – India HR)

Signature
Siddharth Gajmore

LanceSoft India Pvt. Ltd,
7/1, Near Kundalahalli
Gate Brookfield, ITPL Road,
Bangalore – 560066

26th August 2022

Mr. Kamlesh Mukati
9755594959
Barwani, Madhya Pradesh -451551

OFFER LETTER

Dear **Kamlesh**,

This is with reference to your application and subsequent interviews you had with us. We are pleased to offer you the position of **Territory Business Manager** in **Emacare** Division based at **Indore HQ** on the terms and conditions as mutually agreed upon at the time of interview.

As discussed, your Total CTC would be **Rs.3,80,000/-** (Rupees Three Lakh Eighty Thousand only). Please refer Annexure A.

You will be reporting to **ZBM, Tailesh Modh**. You are requested to report for joining on or before **5th September 2022**

You will be on probation for a period of six months at the end of which, provided your performance has been found satisfactory, you may be confirmed as a permanent employee in the company.

You are required to enter into a Confidentiality Agreement with the Company and provide the following list of documents for company records. Therefore, you are requested to bring these along with you on **5th September 2022**.

Kindly note that Appointment letter and Salary will be processed post receipt of following mandatory documents:

1. Color Photographs – 8 passport size
2. Copies of Education qualification.
3. Last employer's relieving letter
4. Last salary slip.
5. Pan Card.
6. Copy of Passport.
7. Proof of birth date.
8. Proof of Address.
9. Provident Fund – UAN No. (If Available)
10. Aadhar Card Copy

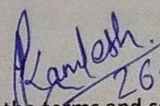
Please sign the duplicate copy of this letter as token of your acceptance of this offer.

We welcome you and look forward for your arrival in Bharat Serums and Vaccines Limited.

Thanking you,



Mr. Hatim Kapasi
Sr. General Manager – Human Resource


26-08-22
I accept the terms and conditions,

Mr. Kamlesh Mukati

BSV PHARMA PRIVATE LIMITED

Registered Office
3-A, Third Floor, Express Avenue
Chambers, Tower 1 49/50, Whites
Road, Royapettah Chennai
TN-600014

Email: bsvpinfo@bsvgroup.com
CIN: U24100TN2022PTC150164

Annexure A

Compensation Structure	Amt. (INR)
Basic	15100
HRA	7550
Education Allow.	200
LTA	2265
City Compensatory Allow.	2675
Monthly Gross Salary	27,790
Annual Gross Salary	3,33,476
Provident Fund@ 12% (Employer Contribution) P.A.	21744
** Bonus P.A.	24,780
Annual Cost to Company (CTC)	3,80,000

** Applicable as per the Bonus Act.

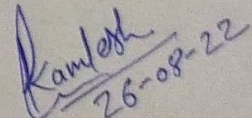
Other Benefits:

- Group Medical Insurance: Rs. 3,00,000/- lakhs pa for family (Self + Three)
- Group Term Life Insurance: Rs. 10,00,000/- lakhs pa (Self)
- Group Personal Accident Insurance: Rs. 10,00,000/- lakhs pa (Self)
- Group EDLI - Additional Death Cover: Rs. 7,00,000/- lakhs pa (Self)
- Leaves as per Company Policy
- Gratuity as per the prevailing rules

Thanking you,



Mr. Hatim Kapasi
Sr. General Manager – Human Resource



I accept the terms and conditions,

Mr. Kamlesh Mukati

BSV PHARMA PRIVATE LIMITED

Registered Office
3-A, Third Floor, Express Avenue
Chambers, Tower 1 49/50, Whites
Road, Royapettah Chennai
TN-600014

Email: bsvinfo@bsvgroup.com
CIN: U24100TN2022PTC150164

कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)
भर्ती विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लाट सं: ए.एफ.111
एक्सन एरिया: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156
सी.आइ.एन: L23109WB1973GOI028844
फैक्स - 033-23244125
ई-मेल - gmrectt.cil@coalindia.in
वेबसाइट: www.coalindia.in



एक महारत्न कंपनी
A MAHARATNA COMPANY

COAL INDIA LIMITED

(A Govt. of India Undertaking)
RECRUITMENT DEPARTMENT

Coal Bhawan Premise No.4 MAR, Plot No AF-III
AA-1A, New Town, Rajarhat, Kolkata 700156
CIN:L23109WB1973GOI028844
Fax - 033 23244125
E-Mail: gmrectt.cil@coalindia.in
Website - www.coalindia.in

(एक आई एस ओ:9001:2015. आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

Ref.No.:CIL:RECTT:CBT-2022:Offer of Appt.: 12162

Date:20-Jan-2023

RIMANSHU CHHARI

66 Ward No 2, Andar Basti, Indergarh,
Seondha, Datia, Madhya Pradesh 475675

Category: SC

Email ID: rimanshuchhari01@gmail.com
Mobile: 9685612229

प्रिय महोदय / महोदया,
Dear Sir / Madam,

विषय: कोल इण्डिया लिमिटेड में प्रबंधन प्रशिक्षु (सामुदायिक विकास) के रूप में नियुक्ति का प्रस्ताव ।

Sub: Offer of Appointment as Management Trainee (Community Development) in Coal India Limited.

सीआईएल के भर्ती विज्ञापन संख्या. 03/2022 के अंतर्गत कम्प्युटर आधारित परीक्षा में प्राप्त अंक के आधार पर चयन एवं उसके उपरांत नार्दर्न कोलफील्ड्स लिमिटेड (एनसीएल) में आयोजित प्रारंभिक चिकित्सा परीक्षा (IME) में चिकित्सकीय रूप से कोल इण्डिया लिमिटेड में रोजगार हेतु उपयुक्त घोषित होने पर, अध्यक्ष, कोल इण्डिया लिमिटेड को आपको "प्रबंधन प्रशिक्षु (सामुदायिक विकास)" के रूप में नियुक्ति की पेशकश करते हुए प्रसन्नता हो रही है। आपकी पदस्थापना नार्दर्न कोलफील्ड्स लिमिटेड (एनसीएल) में की जाती है।

Based on your selection on the basis of score obtained in Computer Based Test (CBT) against Recruitment Advt. No. 03/2022 of CIL and on being declared medically fit for employment in Coal India Limited in the Initial Medical Examination (IME) held at Northern Coalfields Limited (NCL), Chairman, Coal India Limited is pleased to offer you appointment as "Management Trainee (Community Development)". You are hereby posted at Northern Coalfields Limited (NCL).

खदान से बाजार तक सर्वोत्तम प्रथाओं के माध्यम से पर्यावरण और सामाजिक रूप से सतत विकास प्राप्त करके देश को ऊर्जा सुरक्षा प्रदान करने के लिए सीआईएल का विज्ञान प्राथमिक ऊर्जा क्षेत्र में एक वैश्विक कंपनी के रूप में उभरना है। हम इस संगठन का हिस्सा बनकर आपको एक श्रेष्ठ, चुनौतीपूर्ण और समृद्ध अनुभव होने का आश्वासन दे सकते हैं।

CIL's vision is to emerge as a global player in the primary energy sector committed to provide energy security to the country by attaining environmentally & socially sustainable growth through best practices from mine to market. We can assure you of a great, challenging and enriching experience by being part of this organization.

आपको ई-2 वेतनमान अर्थात् ₹ 50000/- से ₹ 160000/- के तहत ₹ 50000/- प्रतिमाह की प्रारंभिक मूल वेतन के साथ मान्य डीए एवं भत्तों आदि का भुगतान किया जाएगा ।

You will be paid initial basic of ₹ 50000/- per month in E-2 scale of pay i.e. ₹ 50000 - ₹ 160000/- plus DA etc., as admissible.

आपकी नियुक्ति के नियम एवं शर्तें इस नियुक्ति के प्रस्ताव के साथ अनुबंध-1 के रूप में संलग्न हैं । यदि आपको यह नियुक्ति प्रस्ताव स्वीकार हो तो, कृपया नियुक्ति प्रस्ताव एवं नियुक्ति के नियम एवं शर्तें (अनुबंध-1) के प्रत्येक पृष्ठ पर हस्ताक्षर कर, कार्यभार ग्रहण करने हेतु अध्यक्ष-सह-प्रबंध निदेशक, एनसीएल को रिपोर्ट करें।

The terms of your appointment are annexed to this letter as Annexure-I. In case of acceptance of this offer, kindly sign each page of offer of appointment and terms and condition (Annexure-I) as laid down therein, and report to **Chairman-cum-Managing Director, NCL** for further assignment of duties.

ज्वाइनिंग के समय आपको अपने सभी मूल दस्तावेजों को प्रस्तुत करना होगा, जिसमें आपके पूरे दस्तावेज और आवश्यक जाति प्रमाण पत्र (यदि लागू हो) एवं दस्तावेजों की छायाप्रती भी प्रस्तुत करनी होगी । यदि आप सरकारी / अर्ध-सरकारी / सार्वजनिक क्षेत्र के उपक्रम / स्वायत्त निकाय में कार्यरत थे/हैं तो आपको अपने पिछले/वर्तमान नियोक्ता से संतोषजनक विमुक्ति पत्र देना होगा।

At the time of joining you will need to furnish all your original documents, which include your complete testimonials and necessary Caste Certificate (if applicable), along with photocopies of the same. If you were/are employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body you would be required to give a satisfactory Letter of Release from your past/present employer.

कृपया ध्यान दें कि यदि आपके द्वारा प्रस्तुत सूचना/घोषणा/प्रमाण पत्र या दस्तावेज झूठे, जाली या मनगढ़ंत पाये जाते है तो ऐसी स्थिति में, नियुक्ति का यह प्रस्ताव रद्द कर दिया जाएगा और यदि आप नौकरी ज्वाइन कर चुके हैं, तो ऐसी स्थिति में आपके सेवा को नियंत्रित करने वाले नियमों एवं शर्तों और अन्य सेवा नियमों के तहत, सेवा से हटाने या समाप्त करने के लिए उचित कार्रवाई की जाएगी जिसके लिए आप स्वयं उत्तरदायी होंगे ।

Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated at a later date, this offer of appointment shall be cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action for removal/termination of service, as per terms and conditions and rules governing your service.

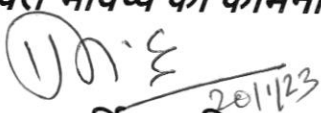
ज्वाइनिंग के समय आपको संगठन की संतुष्टि के लिए अपनी पहचान का प्रमाण प्रस्तुत करना होगा । कृपया ध्यान दें कि यदि आप नियुक्ति के इस प्रस्ताव की प्राप्ति के 10 दिनों के भीतर रिपोर्ट करने में विफल रहते हैं, तो यह प्रस्ताव स्वतः ही निरस्त हो जाएगा बशर्ते की सक्षम प्राधिकारी द्वारा उसे लिखित रूप में बढ़ाया न गया हो।

You will have to submit proof of identity to the satisfaction of the organisation at the time of joining. Please note that in case you fail to report within 10 days of the receipt of this offer of appointment, the same shall stand automatically cancelled unless extended in writing by the Competent Authority.

हम आपके इस महान संगठन का हिस्सा बनने का बेसब्री से इंतजार कर रहे हैं ।

We eagerly look forward to you becoming part of this great organisation.

Wishing you a bright future ahead । आपके उज्ज्वल भविष्य की कामना के साथ,


उप महाप्रबंधक (कार्मिक) / विभागाध्यक्ष (भर्ती)
Dy. General Manager (Personnel) / HOD (Recruitment)



महानु लक्ष्म
CISF



**CENTRAL INDUSTRIAL SECURITY FORCE
(Ministry of Home Affairs)**

**CISF UNIT BHEL BHOPAL
CISF UNIT BHEL BHOPAL
POST-BHOPAL
DISTT.-BHOPAL
MADHYA PRADESH-462022**

E-32023/CISF/BHEL(B)/RECTT-CT/GD(2018)/2021- 326

Dated:11-11-2022

To,

**No. 6006013727
NAVEEN YADAV**

**RAILWAY STATION ROAD BIAORA
RAJGARH Distt- RAJGARH, State- MADHYA
PRADESH, PIN- 465674.**

**Subject: RECRUITMENT OF CONSTABLE/GD IN CENTRAL INDUSTRIAL SECURITY FORCE :
OFFER OF APPOINTMENT**

Reference your selection to the post of Constable/GD in Central Industrial Security Force.

2. You have been provisionally selected for **appointment** as Constable/GD in CISF on the following terms and conditions:-

- i. You will draw the pay in the **Pay Matrix Level-3, Rs.21700-69100.**
- ii. Your appointment will be subject to the conditions given in the Agreement Form, which will be required to be filled at the time of reporting at

**RTC RTC BEHROR
CISF MAHARANA PRATAP RECRUIT TRAINING CENTER
BEHROR, RAJASTHAN
Nearest Airport:- DELHI
Nearest railway station:- NARNAUL
Nearest bus Depot:- NARNAUL**

- iii. You will be on probation for a period of two years.
- iv. The Appointing Authority may discharge you from service at any time during the period of probation, if in their opinion, your work or conduct during this period is considered unsatisfactory, or shows that you are not fit for permanent appointment.
- v. You will be considered for confirmation in service on your successful completion of probation and if you are found fit in every respect for confirmation.
- vi. It should be understood that your appointment is subject to any change in the Recruitment Rules framed from time to time and that you will have no claim for compensation in consequence of any such change. Further you will be subjected to the provisions of Central Industrial Security Force Act, 1968 (50 of 1968) and Central Industrial Security Force Rules, 2001 as amended from time to time.
- vii. You are liable for transfer to any station in the Union of India.
- viii. You are liable to be employed at any place within or outside India.
- ix. You are liable to serve in NSG, SPG or any other Force of the Country in the broader interest of National security.

- x. In case you belong to SC/ST category your appointment will be subject to the Caste/Tribe certificates being verified through the proper channels and if the verification reveals that your claim to belong to Scheduled Caste or Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
 - xi. In case you belong to OBC category, you are required to submit the original OBC Certificate. In addition to this, you are also required to submit a declaration about your creamy layer status. Your appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that your claim or your declaration regarding your creamy layer status is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
 - xii. In case you belong to EWS, your appointment is provisional and will be subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.
 - xiii. If there is material evidence at a later date to prove that you had not met any of the criteria laid down for recruitment like domicile, category (SC/ST/OBC/EWS), educational, physical and medical standards etc, your provisional call up notice will be cancelled. You will further be liable to be terminated in case of the mistake coming to the knowledge of the department after your joining in the service.
 - xiv. The vacancies are distributed amongst the States according to their population ratio. Domicile of the particular State are eligible for appointment against the vacancies allotted to that particular State. Your appointment is provisional and is subject to the status of domicile or domicile certificate being verified. If the verification reveals that the claim to belong to that particular State against whose vacancy your selection has been made is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code.
 - xv. **You will be subjected to fresh medical examination at the time of reporting to RTC, if the validity period of one year from the date of fitness to joining service is over in terms of recruitment medical guidelines issued by MHA vide UO dated 20/05/2015. In such a situation, you will be allowed to the join the post after being found fit in fresh medical examination.**
3. **If you accept the above mentioned terms and conditions, you may report to Principal, RTC BEHROR on 23-12-2022 (FN) repeat on 23-12-2022 (FN) for joining the post of Constable/GD in the Central Industrial Security Force and undergoing the basic training .**
4. **In case you fail to report to the Training Centre by 23-12-2022(FN) , it will be presumed that you are not interested to accept this offer and the candidature will automatically stand cancelled.** However, if you are not able to report to the Principal RTC BEHROR for joining the post of Constable/GD in the Central Industrial Security Force by 23-12-2022(FN) due to unavoidable or compelling circumstances, you may submit your request with full facts/justifications to the Principal RTC BEHROR. Your request for extension should reach the Principal RTC BEHROR by 20-12-2022 through speed post only failing which it will be presumed that you are not interested to join and your call up notice will be cancelled. You should enclose all necessary documents in support of your request for extension, which will be considered by the competent authority. The decision of the competent authority shall be final and binding. There will be no appeal against the order of the competent authority.
5. It is further informed that you are required to carry the following documents in original:-
- a. Two copies of Attestation Forms (**Already supplied or enclosed**) duly filled in completely. (**In case the answer to any question of column No. 15(i) of attestation form is "YES" then you must submit complete details of the case to the Principal RTC BEHROR immediately by post on receipt of this call up notice for joining. Only on hearing from the Training Centre you will report for the basic training. It is once again reiterated that without forwarding the details in advance and without hearing from Training Centre you will not be allowed to join for the basic training.**)
 - b. Certificate of Character (**Annexure-IV format already supplied or enclosed**), duly signed in appropriate column by the Sub-Divisional Magistrate/District Magistrate of your District.
 - c. Character and antecedent certificate (**format already supplied or enclosed**) from your local SHO duly filled in completely and signed. Your recent passport size photographs should be affixed on the right side corner of the certificate which should be attested by the SHO.

- d. All original certificates pertaining to your educational qualifications, date of birth, belonging to SC/ST/OBC/EWS/Hillman/Tribesman and Sports/NCC/ Other extra-curricular activities.
- e. Two copies of your recent passport size photographs.
- f. In case, you are already employed in Govt/Quasi Govt/Public Sector undertaking etc, you should get yourself relieved after duly observing the formalities as applicable before reporting at above Training Centre.
6. If you had applied for other services before joining CISF, you should intimate all the details in this regard to the Principal Training Centre immediately on joining for basic training, failing which your request to leave the department on 'technical resignation' will not be considered.
7. **You must open a simple saving bank account in your name in State Bank of India repeat State Bank of India before joining at the Training Center. You should bring passbook, chequebook and ATM card for drawal of payment. If feasible, you should also bring PAN Card and Aadhar Card (as proof of Identity) for easy and quick opening of your account for New Pension Scheme.**
8. You should be in possession of sufficient money in your account, at least **Rs.8000/-** for your own mess deposit which will be deposited to the Training Centre at the time of reporting. The mess deposit will be done by cheque.
9. You should also carry your personal belongings **including proper clothing and bedding** and other items of daily use which may be required by you.
10. **You are advised not to be in possession of jewellery or expensive ornaments.**
11. **You will not be allowed to carry mobile phones during the training activities.**
12. **You are also advised not to bring any expensive gadget or any expensive item.**
13. No TA/DA will be admissible to you for this journey.
14. The "NEW RE-STRUCTURED DEFINED CONTRIBUTION PENSION SYSTEM" applicable for the new entrants to the Central Government Services w.e.f. 1st January, 2004 will also be applicable to you.

Signature of appointing authority with designation & date (Commandant only)

4/11/22
HARISH KUMAR SAHU
COMMANDANT (CHAIRMAN)
CISF UNIT BHEL, BHOPAL

Encls(If not supplied earlier):

- i. Two Attestation Forms
- ii. Annexure-IV
- iii. **Form of SHO certificate.**

Date: 30/07/2022
Trainee Counselor
Talk Remedies

Subject: Offer letter for job as a Trainee Counselor.

Dear Ms. Shweta Verma,

We are pleased to inform you that you have been appointed at Talk Remedies for the position of a Trainee Counselor. We feel confident that you will contribute your skills and experience towards the growth of our clinic. As per discussion your starting date will be 01/08/2022.

We look forward to welcoming you on board.



Dr. Rohita Sateesh
Founder, Talk Remedies



Brain Above InfoSol Private Limited,
Office No. 512, Fifth Floor,
Satguru Parinay, Opposite C-21 Mall,
Plot No. 5, Scheme No. 54 PU3
Indore, Madhya Pradesh
India - 452011
20-Feb-2023

Shraddha Sharma
Indore, India

Re: Employment with Brain Above InfoSol

Dear Shraddha,

Brain Above InfoSol Pvt. Ltd. (the “**Company**”) is pleased to offer you the position of **Consultant – Solid Waste Management** on the following terms. The employment may be with the Company or one of its affiliates.

You will be responsible for Solid Waste Management (SWM) Consultancy related activities including advisory, implementation, documentation, and monitoring of SWM and Sanitation activities and IEC activities using our technology platform as well as through manual modes and will report to **Amit Dubey**. You will work from client premises and your work location would be **Gwalior**. Of course, the Company may change your position, duties, and work location from time to time at its discretion.

Your total CTC will be **INR 6,24,000/-** per year, less statutory deductions, and withholdings, paid on the Company’s normal payroll schedule. The break-up of the salary will be worked out at the time of the joining.

As a Company employee, you will be expected to abide by Company rules and policies. As a condition of employment, you must sign and comply with the attached Employee Confidential Information and Inventions Assignment Agreement which prohibits unauthorized use or disclosure of the Company’s proprietary information, among other obligations.

In your work for the Company, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person to whom you have an obligation of confidentiality. Rather, you will be expected to use only that information which is generally known and used by persons with training and experience comparable to your own, which is common knowledge in the industry or otherwise legally in the public domain, or which is otherwise provided or developed by the Company. You agree that you will not bring onto Company premises any unpublished documents or property belonging to any former employer or other person to whom you have an obligation of confidentiality. You hereby represent that you have disclosed to the Company any contract you have signed that may restrict your activities on behalf of the Company.

Brain Above InfoSol Private Limited

Registered Office: Office No. 512, Fifth Floor, Satguru Parinay, Opposite C-21 Mall, Plot No. 5, Scheme No. 54 PU3,
Indore, Madhya Pradesh, India – 452011
CIN: U72900MP2017PTC043914

This offer is contingent upon a reference check and satisfactory proof of your right to work in India. You agree to assist as needed and to complete any documentation at the Company's request to meet these conditions. You will be on a probation period of **3 months**, in this either side can terminate the employment with **15 days** prior notice. A standard **60 days'** notice period shall apply in case either the Company or the Employee wishes to terminate the employment at any time after completion of probation period.

Please sign and date this letter and return them to me by **23-Feb-2023**, if you wish to accept employment at the Company under the terms described above. If you accept our offer, we would like you to start on or before **25-Feb-2023**.

We look forward to your favorable reply and to a productive and enjoyable work relationship.

Sincerely,
For Brain Above InfoSol Pvt. Ltd.,



Arania Jain, CEO

Understood and Accepted:

A handwritten signature in blue ink that reads "Shraddha".

Shraddha Sharma

25 /02/ 2023

Date

Attachments:

Ygy

- Employment Policy
- Confidentiality Agreement

Brain Above InfoSol Private Limited

Registered Office: Office No. 512, Fifth Floor, Satguru Parinay, Opposite C-21 Mall, Plot No. 5, Scheme No. 54 PU3,
Indore, Madhya Pradesh, India – 452011

CIN: U72900MP2017PTC043914

Employment Policy

1) Leave Policy:

The employee will be entitled to for following leaves in a calendar year on a prorated to the duration of your employment with the organization:

- Earned Leaves (EL): 24
- Sick Leaves (SL): 8

Details of the policy –

- Every employee must apply for the leaves at least 3 days in advance in case of EL.
- When employees are planning for long leaves i.e. 7 days or more, they have to inform at least 15 days in advance.
- Every employee must apply for the leaves via employee self-service portal (ESS).
- Employee can apply for a maximum of 3 consecutive days of EL in duration of 7 days.

2) Work from Home (WFH) Policy:

- All employees can opt for a maximum of 2 non-consecutive days of WFH in a calendar month.
- The request for WFH must be approved in writing by your reporting manager at least a day before and informed to the HR. This also needs to be informed to other members of your team in writing, so they can plan for any dependencies accordingly.
- The request will be reviewed and approved based on your current workload, deliverables, and dependencies.
- In case the request is not approved, you will be notified in advance. In such cases, WFH will not be acceptable, and you can apply for the appropriate leave based on our leave policy in case you are not able to come to the office.
- WFH will not be considered as alternative for Sick Leaves.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Base Location: Your base work location at the time of joining will be Gwalior. The organization may change your designation, duties, and base work location from time to time at its discretion.

Salary: You will be entitled for a CTC of ₹6,24,000 (Rupees Six Lakh Twenty Four Thousand Only) on an annual basis as discussed during HR Round.

Increments and promotions: Your increments and prospects in the organization shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Organization's performance and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trend, organization's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

Termination/separation: The employment with the organization can be ceased anytime either by the Organization or the employee as per following terms:

- A) **Notice Period:** Employment services can be terminated by giving **60 days** written notice by either side. An employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days. In case you leave the organization without giving notice or completing the notice period, the organization shall have the right to recover salary with applicable taxes in lieu of notice period from the amount due to you or otherwise and treat you as absconding and take necessary action accordingly.
- B) Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during your course of employment.

On termination of your employment for any reasons, you or your legal heir, as the case may be, shall comply with the Organization's termination procedures, sign all related documents and return all organization's properties. The organization reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

Working Hours: Employee needs to complete 9 hours of working including breaks in a day. In case of short fall, half day EL leave will be deducted. In case the employees EL balance is zero, the same shall be considered as a Loss of Pay (LOP).

Non-Compete Agreement: Except on behalf of Brain Above InfoSol Pvt. Ltd; you can't work / Render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with us & for a period of 24 months from the date of leaving the services of the company.

Employment Law and Norms: This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of Brain Above InfoSol Pvt. Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any clients place you shall abide by the policy and the terms and conditions as applicable thereof.

Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter any commitment or dealings on behalf of the Company for which you have no express authority, nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safe keeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

Ownership of Inventions:

"Inventions" are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise under employment on which you are directly or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in the India, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledge and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

Submission of Documents: The documents which you need to carry at the time of joining & reporting are as below:

- Offer Letter of previous company
- Relieving letter of previous company
- Pay Slips
- Bank Statements
- Cancelled Cheque
- PAN Card
- Aadhaar Card
- Academics Records

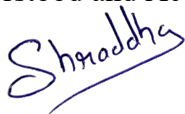
Acceptance: We request you to go through offer documents which includes this offer letter, confirm your joining date until the end of the business day Feb 23, 2023, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance on the duplicate copy by signing on every page & return the same to HR.

If Employee breaches any clause of this offer letter, then Employee shall be responsible to indemnify Company for all losses, damages or cost etc. and Company shall also initiate legal action against such employees. The Obligation stated in clause "Ownership of Inventions" of this letter and those mentioned in "confidentiality agreement" will survive even after termination, or cancellation of this offer letter or resignation of employee.

ACKNOWLEDGEMENT & ACCEPTANCE

Understood and Accepted:



25 /02 /2023

Shraddha Sharma

Date

Confidentiality Agreement

This Confidentiality (“Agreement”) is entered into between **Shraddha Sharma** (“Employee”) **Brain Above InfoSol Private Limited** (“Employer”).

RECITALS:

A. The success of an Employer’s business depends on Employer's possession of confidential, proprietary information, not generally known to others, including specialized information about research, development, production, marketing, and management in Employer's chosen fields.

B. Employer wishes to protect its confidential proprietary information and ensure that all employees agree to maintain the confidentiality of this information.

C. Employee acknowledges that Employer desires to protect its confidential proprietary information, that his/her employment creates a duty of trust and confidentiality to Employer with respect to its confidential proprietary information and, as a condition of employment or continued employment with Employer, Employee agrees to be bound by the terms of this Agreement.

AGREEMENT:

WHEREFORE, Employer and Employee agree as follows:

ARTICLE I: CONFIDENTIAL INFORMATION

A. The terms "Confidential Information" and "Proprietary Data" mean information and data not generally known outside the company concerning Employer or its businesses and the Employer's business and technical information, including but not limited to, patent applications, information relating to inventions, discoveries, products, plans, calculations, concepts, design sheets, design data, system design, blueprints, computer programs, algorithms, software, firmware, hardware, manuals, drawings, photographs, devices, samples, models, processes, specifications, instructions, research, test procedures and results, equipment, identity and description of computerized records, customer lists, supplier identity, marketing and sales plans, financial information, business plans, costs, pricing information, and all other concepts or ideas involving or reasonably related to the business or prospective business of Employer, or information received by the Employer as to which there is a bona fide obligation, contractual or otherwise, on Employer's part, not to disclose same.

B. Employee understands and agrees that the Confidential Information and Proprietary Data always constitute trade secrets of Employer and that material to this Agreement, Employer has taken all reasonable steps to protect the confidentiality of this information.

C. Employee agrees not to use Confidential Information and/or Proprietary Data for the benefit of any other person, corporation or entity, other than the Employer, during the term of employee's employment with Employer, or any time thereafter. For purposes of this Agreement, the period of Employee's employment shall include any time during which Employee was retained as a consultant by Employer.

D. Employee agrees that the Confidential Information and Proprietary Data shall be and remain the exclusive property of Employer and shall not be removed from the premises of Employer under any circumstances whatsoever without the prior written consent of Employer, and if removed, shall be immediately returned to Employer upon any termination of Employee's employment, and no copies thereof may be kept by Employee.

E. All notes, notebooks, memorandums, computer disks and other similar repositories of information containing or relating in any way to Confidential Information and/or Proprietary Data shall be the property of Employer. All such items made or compiled by Employee or made available to Employee during the period of employment, including all copies thereof, shall be held by Employee in trust and solely for the benefit of Employer and shall be delivered to the Employer by Employee upon termination of employment with Employer, or at any other time upon the request of the Employer.

F. Employee agrees that Employee shall not disclose to any other person or entity, either directly or indirectly, the Confidential Information and/or Proprietary Data. Employee understands that the use or disclosure of any of the Confidential Information and/or Proprietary Data may be cause for an action at law or in equity in an appropriate court of the State of Madhya Pradesh, India and that without waiving the right to collect damages from Employee, Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information and Proprietary Data.

ARTICLE II: INVENTIONS

A. Employee shall promptly disclose to Employer, in writing, all inventions, ideas, discoveries, and improvements whether or not patentable or registrable under Copyright or similar statutes, made or conceived or reduced to practice or learned by Employee, either alone or jointly with others, during the period of employment with Employer. Employee agrees that all such inventions (intellectual, visual or material) are the sole property of Employer.

B. Employee assigns to Employer all right, title and interest in and to all inventions, ideas, discoveries, and improvements, except for inventions, ideas, discoveries, and improvements that qualify for protection under Section C below.

C. This Agreement does not require assignment of an invention that is fully qualified for protection under relevant state labor code(s), which may provide as follows:

Any provision in an employment agreement which provides that an employee shall assign or offer to assign any of his or her rights in an invention to his or her employer shall not apply to an invention for which no equipment, supplies, facility, or trade secret information of the employer was used, and which was developed entirely on the employee's time, and (a) which does not relate (1) to the business of the employer or (2) to the employer's actual or demonstrably anticipated research or development, or (b) which does not result from any work performed by the employee for the employer.

- D. Any inventions, ideas, discoveries, and improvements conceived or made by Employee prior to the execution of this Agreement and not intended to be included within its provisions are listed or described on Exhibit "A" attached to this Agreement, and the absence of any such list or description indicates that there are no such inventions, ideas, discoveries, or improvements not covered by this Agreement.

ARTICLE III: COVENANT NOT TO COMPETE

A. During Employee's employment with Employer, Employee agrees not to engage in any business competitive with any business of Employer without Employer's prior written consent.

B. After termination of employment with Employer, Employee agrees that if he/she engages in employment or other activities independently or in association with others in any business competitive with any business of Employer or any business which may reasonably be expected to compete with any business of Employer, Employee is required to inform the prospective employer or association that Employee cannot divulge any secrets or Confidential or Proprietary Information that Employee may have learned during Employee's employment with Employer. "In association with others" shall include accepting any employment with, or rendering, directly or indirectly, advice or assistance of any kind to any person, partnership, corporation, association, or other organization.

ARTICLE IV: NATURE OF RELATIONSHIP

It is expressly understood and agreed that this Agreement does not create or define the terms of any contract of employment, whether expressed or implied, nor does this Agreement create any guarantee of continuing employment between Employer and Employee. The parties understand and agree that Employee's relationship with Employer is terminable "at will," such that either Employer or Employee may terminate the relationship with or without cause or prior notice to the other party.

ARTICLE V: MISCELLANEOUS PROVISIONS

A. This Agreement shall inure to the benefit of the successors and assigns of the Employer, and shall be binding upon the Employee's heirs, assigns, administrators and representatives.

B. All provisions of this Agreement shall be severable for purposes of enforcement. If any provision or clause of this Agreement is unenforceable at law or in equity, such clause or provision shall be severed from the remainder of this Agreement, and the remainder of this Agreement shall continue to be enforceable, according to its terms.

C. This Agreement shall be interpreted under and governed by the laws of the State of Madhya Pradesh as applied to an agreement made and wholly performed within said State.

D. This Agreement sets forth the entire Agreement as to its subject matter. No modification, amendment, termination or waiver of this Agreement shall be binding unless in writing and signed by a duly authorized officer of Employer. Failure of Employer to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of such terms, covenants or conditions.

E. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any previous agreements between the parties relating to inventions and confidentiality.

F. In the event of any dispute related to this Agreement, the prevailing party in that dispute shall recover its attorney fees.

G. This Agreement shall be effective on the date last written below.

Signed and Mutually Agreed -

Shraddha Sharma (Employee)



Shraddha Sharma

25 /02/ 2023

Date

For Brain Above InfoSol Pvt. Ltd. (Employer)



Arania Jain, CEO

2 5 / 0 2 / 2 0 2 3

Date

Brain Above InfoSol Private Limited

Registered Office: Office No. 512, Fifth Floor, Satguru Parinay, Opposite C-21 Mall, Plot No. 5, Scheme No. 54 PU3,
Indore, Madhya Pradesh, India – 452011

CIN: U72900MP2017PTC043914

महिला श्रम सेवा न्यास

MAHILA SHRAM SEWA NYAS

96-B, Vaishali, Nagar, Indore - 452009 Phone : (0731) 2796288
Email : mssn.madhyapradesh@gmail.com

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अनुबन्ध पत्र

दि. 31/4/23

प्रति ,

सुश्री नमता सोलंकी

महिला श्रम सेवा न्यास हर्ष के साथ आपको सुचित करती हैं कि आपको संस्था द्वारा संचालित बढ़ते कदम परियोजना में कार्यक्रम समन्वयक के रूप में नियुक्त किया गया है।

- आपकी नियुक्ति दिनांक 1 मार्च 2023 से 31 अगस्त 2023 तक रहेगी।
- आपको सेवा म.प्र. की आचार संहिता और मानव संसाधन निति एवं आचार संहिता का पालन करना अनिवार्य हैं।
- आपकी नियुक्ति परिक्षण अवधि में की गई है।
- आपको कार्य की रिपोर्टिंग अर्थांरिटी सुश्री शिखा जोशी हैं।

कार्य की जिम्मेदारी

- आपको परियोजना के अन्तर्गत आने वाले 5 जिलें देवास, धार, खण्डवा, इन्दौर (महू), सागर में गतिविधियों की देखरेख करना है।
- इस परियोजना के अन्तर्गत 50 सूचना केंद्र, 60 निगरानी समितियों का क्षमता वर्धन किया जायेगा।
- 50 सूचना केंद्र, 50 निगरानी समितियों के प्रशिक्षण आयोजित करने होंगे।
- आगेवान मिलन समारोह जिला स्तर पर आयोजित करने है।
- परियोजना में कार्यरत 5 कार्यकर्ता व 50 सूचना केंद्र के कार्य की देखरेख करना।
- कार्यकर्ताओं का मासिक व साप्ताहिक कार्य आयोजन करवाना।
- प्रतिदिन कार्य आयोजन के अनुसार उनके कार्य की देखरेख करना।
- कार्यकर्ताओं से प्रतिदिन कार्य की रिपोर्ट लेना।
- परियोजना से सम्बन्धित पत्र लिखना
- त्रैमासिक मुल्यांकन बैठक का आयोजन करना।
- अपने कार्य का मासिक /साप्ताहिक आयोजन करना व रिपोर्टिंग अर्थांरिटी को देना।
- परियोजना की साप्ताहिक रिपोर्ट व मासिक रिपोर्ट तैयार करना।
- केश स्टडी लिखना।
- सोशल मिडिया के लिये परियोजना की महत्वपूर्ण जानकारी एडमीन को देना।

महिला श्रम सेवा न्यास

MAHILA SHRAM SEWA NYAS

96-B, Vaishali, Nagar, Indore - 452009 Phone : (0731) 2796288
Email : mssn.madhyapradesh@gmail.com

- परियोजना की साप्ताहिक रिपोर्ट व मासिक रिपोर्ट तैयार करना।
- केश स्टडी लिखना।
- सोशल मिडिया के लिये परियोजना की महत्वपूर्ण जानकारी एडमीन को देना।
- कार्यकर्ताओं के साथ साप्ताहिक / मासिक बैठक ऑनलाईन करना।
- आवश्यकतानुसार क्षेत्रों में भ्रमण करना।
- आवश्यकतानुसार शासकीय विभाग जैसे - जिला पंचायत, मनरेगा, वनविभाग से सम्पर्क करना।
- निगरानी समितियों को राष्ट्रीय आजिविका मिशन में जोड़ना, संस्थान की को-आपरेटिव रचना महिला गृह उद्योग के उत्पादों को सूचना केंद्र की एवं निगरानी समिति में सेल करवा कर उनका रोजगार बढ़ाना।

भुगतान निति

- आपको 25000/- रुपये प्रतिमाह दिया जायेगा
- जिसमें नियमानुसार 2 प्रतिशत टी. डी. एस काटा जायेगा।
- आपका प्रवास 2500/- रुपये है इससे ज्यादा आने पर अलग से भुगतान किया जायेगा।

निकास निति

- महिला श्रम सेवा न्यास आपको एक माह का नाटिस देकर कार्यमुक्त कर सकती हैं।
- आप एक माह का नाटिस देकर कार्यमुक्त हो सकते हैं।
- महिला श्रम सेवा न्यास की मानव ससाधन निति एवं आचार संहिता के नियमों का उल्लंघन करने पर आपको पूर्व सूचना के बगैर आपकी नियुक्ति को निरस्त कर दिया जायेगा ऐसी स्थिति में आपकी फीस एवं अन्य खर्च का भुगतान मानव ससाधन समिति के निर्णय पर आधारित होंगे।
- आपकी नियुक्ति समाप्त हो गयी है या आपने त्यागपत्र दिया है तो फीस एवं अन्य भुगतान 15 कार्यदिवस के अन्दर नो - ड्यूस् पत्र को पूर्ण करने के पश्चात् दिया जायेगा, जिसमें आपको अपने कार्य से सम्बन्धित सभी दस्तावेज अपनी रिपोर्टिंग अथॉरिटी और मानव ससाधन विभाग को देने होंगे।
- यदि आप बिना पूर्व सूचना के कार्य बन्द करते हैं तो ऐसी स्थिति में आपका एक माह का वेतन व अन्य खर्च का भुगतान नहीं किया।

महिला श्रम सेवा न्यास

MAHILA SHRAM SEWA NYAS

96-B, Vaishali, Nagar, Indore - 452009 Phone : (0731) 2796288
Email : mssn.madhyapradesh@gmail.com

- 6 माह बाद आपको 12 अवकाश मिलेंगे।
- आपको अवकाश की स्वीकृती आपको समन्वयक द्वारा दिये जाने पर ही मान्य होगी।
- यदि आपने संस्था द्वारा घोषित अवकाश वाले दिन कार्य किया है जिसकी स्वीकृती आपके समन्वयक ने दी है तो आपके द्वारा लिये गये अवकाश का उससे कम्पनसेट कर दिया जायेगा माह के अन्त में या वर्ष के अन्त में जो भी तय होगा
- यदि आप 3 दिन तक सलंग बिना किसी जानकारी के अनुपस्थित तो संस्था द्वारा आप पर उचित कार्यवाही होगी।

गोपनियता

- आपके कार्य के दौरान आकड़े, फोटो रिपोर्ट जो भी आपके पास थे उसका उपयोग आप और कहीं नहीं करेंगे।



रमा व्यास

मानव संसाधन अधिकारी



सुश्री नमता सोलंकी

कार्यक्रम समन्वयक

बढ़ते कदम



TaskUs India Private Limited

CIN: U74999MH2019FTC318980

Registered Office: 1102 Level 11, Tower B, Peninsula Business Park,
S.B. Road, Lower Parel, Mumbai 400013, India.

Corporate Office: 6th Floor, C-21 Business Park, Pushp Vihar Colony,
Scheme No 131, Indore, Madhya Pradesh 452010

Website: www.taskus.com ; Email; hello.recruitment@taskus.com

Strictly Private and Confidential

05/08/2023

Scheme no 74

Indore India 452010

Dear **Naman Gurung**,

Subject: Conditional Offer for Employment

TaskUs India Private Limited (the “**Company**”) is pleased to offer you an opportunity for full-time employment in the position of **Teammate**. Your date of joining will be **May 10, 2023** (“**Joining Date**”). Your employment with the Company is subject to your joining on the Joining Date, failing which this letter of offer stands withdrawn with no liability on the Company to make any payments, compensatory or otherwise, as a result of such withdrawal. Your position, department, assignment, and work campaigns may undergo changes from time to time as per business requirements and management decisions.

You will be placed on probation for a period of **three months** from the Joining Date to enable the Company to assess your performance, skillset, fitment, background check, and any other employment aspect. The detailed terms of your employment will be covered under the employment agreement to be executed between you and the Company on the Joining Date. By accepting this offer of employment, you hereby agree to execute an employment agreement with the Company upon joining the services of the Company.

You shall report to the **Team Leader** and are required to follow directions given by the person(s) occupying that position or as delegated. Your reporting relationship may undergo changes from time to time, as may be determined by the Company.

You shall report to the Company’s office at **Century 21 Town Planners Pvt. Ltd., 6th Floor, C21 Business Park, C21 Square, Opposite Radisson Blue Hotel| MR 10 , 452010, Madhya Pradesh**. The Company reserves the right to change the office location or relocate you, whether in India or abroad, as may be desired by the Company from time to time.

Your total all-inclusive annual compensation on a Net Salary will be INR **₹276,000.00** which shall include your basic salary, statutory components, and various allowances, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company’s policies and practices. All payments by the Company shall be



subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your compensation. Please refer to the remuneration schedule in **Annexure A** for more details on the same. The salary will be paid on a monthly basis. The Company may make changes to the payroll cycle at its sole discretion.

Your total all-inclusive annual compensation does not include the following;

- a. *Joining Bonus* _____ *(only if applicable)*
- b. *Notice Period Buy-Out* _____ *(only if applicable)*

You shall observe and comply with the Company's rules, regulations and policies as may be amended from time to time.

Please note that this conditional offer for employment is contingent upon (1) successful completion by the Company of your background checks and may also conduct medical checks; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment; and (3) there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or on the Company. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background / medical check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

If you wish to accept our offer along with the terms and conditions hereunder, please sign and return to the undersigned a duplicate copy of this letter along with the annexures within five (5) days from the date of this letter. This offer shall automatically lapse, without any further notice and liability on the Company, unless you confirm your acceptance and return to us a copy within the prescribed time. Upon your acceptance of this offer for employment and subject to successful completion of your background / medical checks by the Company, you will be required to join on the Joining Date or such later date as may be communicated to you by the Company.

Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in **Annexure B** (unless provided earlier). In case you fail to send any information/document that the Company requires or the information/document provided by you are found to be false, this letter will stand withdrawn and cancelled automatically, without any further notice and liability on the Company.

Please treat this letter, annexures and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact the undersigned.



Yours Sincerely,
For TaskUs India Private Limited

A handwritten signature in blue ink that reads 'Robin Sethi'. The signature is written in a cursive style and is underlined with a single horizontal line.

Name: Robin Sethi
Designation: Vice President of Talent Acquisition

Acceptance

I hereby accept the offer along with the terms and conditions of employment with TaskUs India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature: {{Sig_es_:signer1:signature}}

Name: **Naman Gurung**

Place: {{*city_es_:signer1 }}



Annexure A

REMUNERATION AND BENEFITS

Employee's total all-inclusive gross annual compensation on a cost-to-company basis will be as below, which shall include Employee's basic salary and various allowances and statutory contributions, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company's policies and practices, set forth below:

Remuneration Breakup

Name of the Employee:		Naman Gurung	
Designation:		Teammate	
A	Salary Components	Per Annum	Per Month
	Basic Salary	162,632	13,553
	HRA	56,979	4,748
	Other Allowance	0	0
	Total Gross Salary (A)	219,611	18,301
B	Total Statutory Components (C)		
	Advance Statutory Bonus - Monthly	28,800	2,400
C	Employer Statutory Contributions		
	ESI - Employer Contribution	8,073	673
	PF - Employer Contribution	19,516	1,626



	Statutory Components	27,589	2,299
	TOTAL FIXED Salary (A + B + C)	276,000	23,000
D			
	Variable Allowances*	0	0
	Annual Performance Bonus	0	0
E	Total Variable Components*	0	0
F	TOTAL NET SALARY (D + E)	276,000	23,000
G	Other Components		
	WFH Allowance*	0	0
	Transport Allowance*	18,000	1,500
	Gratuity (4.81% of basic)	7,819	652
	Medical Insurance	1,184	99
	Term Life Insurance	742	62
	Accident Insurance	143	12
	Total of Other Components	27,888	2,324



H	TOTAL COST TO COMPANY (TCC) (F + G)	303,888	25,324
I	Monetized Benefits*		
	Night Shift Differential	23,232	1,936
	NextGen Scholarship (for Employee's Children)	25,000	2,083
	Leave Encashment (up to 15 day of Gross Salary)	9,150	9,150
	Total Monetized Benefits*	57,382	13,170
J	TOTAL YEARLY REWARD VALUE (H + I)	361,270	38,494

**Notes:*

1. Night shift differential payment is calculated assuming employee will work for complete night shift (8 hours in a day), 22 days in a month (from 9 pm to 6 am)
2. Leave encashment payment assumes employees has balance of 15 leave days on his/ her work anniversary
3. Employee shall be eligible for variable allowances payments as per applicability and eligibility
4. Employees shall be eligible for WFH Allowance/ Transport Allowance, based on eligibility. At any one point of time, eligible employees shall be eligible for one allowance only. The actual amount of Work from Home / Transport Allowance will be based on the current location and work site status of the employee
5. In case of monetized benefits, insurance premium cost paid by the Company for employee may vary as per market conditions and revisions by insurance providers
6. NextGen Reimbursement is based on employee meeting the eligibility criteria as declared by the Company from time to time
7. Other Components as well as all the benefits are based on prevailing company policies, provided solely at the discretion of the company. They are subject to change as per management discretion.
8. Net salary is subject to deductions, such as any applicable statutory taxes and deductions
9. Total variable component as may be applicable to your designation per Company policy and CTC structure

Annexure B

List of Documents

1. 2 recent passport-sized photographs



2. Relieving letter issued by your most recent employer
3. Copy of most recent passport
4. Relevant educational certificates
5. Last 3 months salary drawn payslips
6. Permanent Account Number (PAN) (For statutory purposes only)
7. Provident Fund UAN (For statutory purposes only)
8. Aadhar card (For statutory purposes only)
9. Bank Account Details (For salary purposes only)
10. Emergency contact address with mobile number (For safety and security reasons)

Ridiculous TaskUs Benefits

The following benefits shall be available to all the employees as per their eligibility and applicable labor laws. TaskUs may at its sole discretion amend these benefits from time to time.

Indicative Benefits

1. Night Differential Pay
2. Medical Insurance
3. Term Life Insurance - 2X Average Annual Salary
4. Parental Insurance (*for the employees who are not covered under ESIC)
5. Accident Insurance - 2X Average Annual Salary
6. Next Gen Scholarship
7. Hope Beyond Life Program
8. Leave Encashment (up to 15 day of Gross Salary on Work Anniversary)
9. Commute Support Allowance (for RTO employees) / Internet Allowance (for WFH employees)
10. Employee Referral Scheme Payout (as per the current scheme)
11. Flexi Benefits for restructure of compensation to avail tax benefits (applicable only for the employees beyond a certain compensation level)
12. Company Car Lease Plan (Managers & above)

**Notes: This is not inclusive and employees are requested to read the Company policies and in case of any questions, please feel free to contact the HR team.*

Benefits as per Law

Retirals

- EPF: Participation in the Employees Provident Fund ("EPF") shall be as set out in the Employees Provident Fund Scheme, 1952 ("The Scheme" and subject to applicable law).
- ESIC: Participation in the Employees State Insurance ("ESI") scheme shall be as set out in the Employees State Insurance Scheme, 1948 ("The Insurance Scheme" and subject to applicable law).



- Gratuity: Cost to company (CTC), as mentioned in this Offer Letter, excludes the component of gratuity benefit which is payable on cessation of employment after a minimum of five years continuous employment as per the provisions of 'The Payment of Gratuity Act 1972'.
- Overtime: Employees are entitled to overtime pay if their work hours exceed nine (9) hours on any working day. Overtime pay shall be equal to twice his/her hourly wage for every completed hour for which he has worked in excess or to the extent permitted by the applicable laws;
- Holidays: The Company shall publish the paid holidays every year. There are three (3) national holidays and a varying number of festival holidays, depending on the state and the year. For those entitled to Holiday Pay against working on National holiday, they will be paid 200 percent of their regular salary for that day completed as part of the regular shift.

Note: Notwithstanding what is stated under statutory schemes hereinbefore these are subject to change as per the applicable law in India from time to time.

Leaves and Other Benefits

- Annual Leaves: 24 working days (12 PL and 12 CL)
- Holidays: 8 days (as per the list published every year)
- Maternity Leaves: 26 weeks
- Adoption Leaves: 12 weeks
- Overtime Pay: Up to 200%
- Holiday Premium
 - Working on National Holiday Premium: 200% of regular salary / Compensatory Off
 - Working on Festival Holiday Premium: 100% of regular salary / Compensatory Off
- Birthday leave: 1 day
- Paternity leave: 7 days
- Bereavement Leave: 3 days

Discretionary Benefits

Company-provided Benefits

Health & Security

- Terminal illness coverage
- Wellness App: IL Take Care App focused on physical and Mental Wellbeing
- Onsite clinicians (operational based on site functioning)
- Wellness & Resiliency Studio (for employee's mental health and wellness)

Leaves & Recreation

- On-site Gym and Recreational Area (operational based on site functioning)

Development & Rewards

- Operations Incentive: As per applicable scheme



Note: Eligibility to participate in the company-provided group personal accident, group medical and group accident insurance policies shall be upon onboarding.

Family Support

- Childcare: On-site daycare/crèche facility (operational as per site location and functioning)
- NextGen Program: Scholarship for children of TaskUs employees, up to max of INR 25,000 per year (for up to 2 children, for eligible employees)
- Hope Beyond Life: Program to support family of employees who pass away while in the employment of TaskUs (covering Financial, Education, Medical and Employment support, as applicable)

Note : These aforementioned benefits are indicative benefits, based on prevailing company policies, solely at the discretion of the company. They shall be provided to the employee as per the prevailing company policy and may be amended from time to time. These benefits are not inclusive and all the employees are requested to read the Company policies and in case of any questions, please feel free to contact the HR team.



OFFER CUM APPOINTMENT LETTER

Date: 22 August 2022

Name: Ankit Dave

Address: 18, Duttgali, Rasmandal, Dhar - 454001

Dear Ankit Dave

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment in our company, on the following Terms and Conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **22 August 2022**

Your work location would be **Bilaspur** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation:

Department: - **Sales**

Designation: - **Business Development Associate - Sales**

3. Cost to the Company:


Your annual Compensation including Performance Pay and Benefits is **Rs. 1000000** /-. Your salary comprises of a Fixed Compensation, Variable Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

DocuSigned by:

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[Employee's Signature]



Other Benefits

- **Health Insurance Scheme**

You are covered by the group Health Insurance Scheme with add-on benefits that focus on you and your family's protection for a holistic health and wellness. Please refer to the Group Insurance Policy for more details and exact coverage.

- **Expense Reimbursement**


In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

4. Company Policies:

You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you. You will be governed by the attendance policy basis of your role and department of the work, operated from time to time. Management reserve rights to amend the policy time to time.

5. Retirement Age:

The age of Superannuating of an employee from Company Service is 60 years. You shall however, during your employment be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue that will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The Company shall have the right terminate your services immediately, in the event you are found to be medically unfit to perform your duties and responsibilities.

DocuSigned by:

A7BCCF1D200E479...

[Employee's Signature]

[Intentionally Left Blank]



6. Termination:

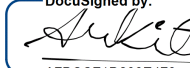
Your services may be terminated in the following manner:

- (i) The Company will be entitled to terminate your services by giving you 15 days notice in writing, or by payment of 15 days salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days notice in writing or 15 days salary in lieu of such notice.
- (ii) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (iii) In the event of your resignation from the services of the Company, you will be required to give the Company 15 days written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- (iv) You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 15 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the Company.
- (v) In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout. This clause is applicable only if there has been a notice-period buyout by BYJU'S.

7. Confidential Information:

As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, the Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course material, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information.

You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the Company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

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[Employee's Signature]



8. Intellectual Property Rights:

All the Intellectual Property Rights in the material developed by you, class material and related documents shall at all times remain the property of Think & Learn. You shall provide all assistance and execute all deeds and documents required to vest the Intellectual Property Rights with Think & Learn. In the event any of the Intellectual Property Rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such Intellectual Property in perpetuity to Think & Learn. You shall not assert any right, title and interest over such Intellectual Property Rights.

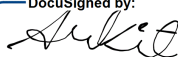
9 . Indemnity:

You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- (a) Any act or omission by you;
- (b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- (c) Any representation or warranty or information furnished to the Company found to be false;
- (d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- (e) Failure to adhere to the standards/specifications/policies of the Company.

10. General Provisions:

- a) As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

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[Employee's Signature]



- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.
- k) Anti-disparagement: During the term of engagement/ employment and at all times thereafter,
- (i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;
- (ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and



- (iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by e-signing this letter. This employment letter is valid only if you join the company on the said date of joining unless otherwise mutually agreed in writing.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Thanking you,

Yours faithfully

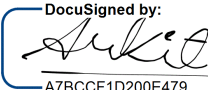
A handwritten signature in purple ink, followed by a circular purple stamp. The stamp contains the text 'THINK & LEARN PVT. LTD.' around the top edge, 'Bangalore' in the center, and a small star at the bottom.

**Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd**

ACCEPTANCE

I accept the above mentioned terms and conditions.

Name: Ankit Dave

Signature:  DocuSigned by:
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Date: 22 August 2022



Annexure I- Compensation Details

Name	Ankit Dave
Designation	Business Development Associate - Sales
Date of Joining	22 August 2022
Total Cost to Company (CTC)	1000000
Fixed Compensation	700000
Variable Compensation***	300000
Total Cost to Employee (CTE)	678400

Component Category	Annual
<u>EARNINGS</u>	
Basic Pay	350000
HRA*	175000
Statutory Bonus	0
Leave Travel Allowance	84000
PF(employer part)***	21600
Adhoc Allowances**	69400
<u>DEDUCTIONS</u>	
PF(employees part)***	As per Rules
Professional Tax	As per Rules
TDS	As per Rules


*For House Rent Allowance, declaration and original receipts to be submitted once a year.

**Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure II for details

***PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC

Variable Compensation Performance Pay***

You are eligible for a yearly performance pay of up to Rs. **300000** /-, which will be paid monthly upon completion of your individual sales targets and performance numbers. The payment is subject to your being active on the company rolls on the date of announcement of the Performance Pay. The Performance Pay is subject to review and may undergo change based on the actual performance of the company and your ongoing individual performance. This allowance is payable based on the company's Productivity/performance, and as such will be treated as productivity bonus in lieu of statutory profit bonus.

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 [Employee's Signature]




Annexure I I – Adhoc Allowances

Adhoc Allowances will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Upto INR 1,000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Upto INR 30,000 per annum	
Fuel Allowance	Upto INR 2,400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Upto INR 900 per month	
Special Allowance	Balancing Component	Taxable

General Guidelines

- All these elements will be within the fixed part of the employee's compensation, detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered as taxable through the year , however on production of required bills over quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep the copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above mentioned tax benefits will be applicable only for those employees who opt for Old Income Tax Regime and not the new one
- Special Allowance component is a part of taxable income

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 [Employee's Signature]



ANTI FAKE SALES SELF DECLARATION

I Ankit Dave ,

hereby solemnly declare that I've undergone necessary modules on creating awareness against fake sale during my sales training of BYJU's – Think & Learn Pvt Ltd and I shall strictly adhere to the same at all times during my employment with BYJU'S (Think & Learn Pvt Ltd.).

I Ankit Dave

pledge that:

I understand that any suspicious activity such as, but not limited to

1. Fake customer for punching the sale
 2. Fake details about the customer for punching the order
- would come under the ambit of fake sales.

- I understand that all my punched orders in Order Hive/Achieve can be audited by the company anytime within the next 18 months
- I understand that the company has the legal right to take appropriate action against my wrongdoing as per the Indian Penal Code
- I hereby declare that I shall keep the company indemnified against all possible consequences incurred by the Company arising out of or in connection with my Fake sale and I shall bear the complete responsibility for the same.
- I will reach out to my HRBP in case of any doubt or concern with the policy

DATE: **22 August 2022**

SIGN: A digital signature block showing the text 'DocuSigned by:' above a handwritten signature in blue ink, and a unique document ID 'A7BCCF1D200E479...' below the signature.

Name: **Ankit Dave**



Riseom Solutions Private Limited
Offer Letter - Private & Confidential

Dear Archana,

1. JOB OFFER

Riseom Solutions Private Limited is pleased to offer you the position of **HR Executive** to primarily lead our flagship product **ClassMonitor**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date: **12th December 2022**.

* **Salary:** Monthly gross salary of Rs. **17,000/- (Seventeen Thousand Only)**.

* **Appraisal:** As per the company rules appraisal will be done annually based on your performance.

***Benefits:** Standard Company benefits for salaried-exempt employees, including the following **once you complete the probation period:**

- 4 Sick leaves
- 8 Paid leaves

2. PROBATION

As per the Company policy, the probation period is for three months effective from your date of joining. During the probation period or any extension thereof, you will be liable to be discharged from employment with Riseom Solutions Private Limited at any time without any prior notice and without providing any reason.

3. TAXATION

All payments provided by the Company will be made in accordance with the taxation system prevalent within India, including without limitation, tax deduction at source.

4. NOTICE PERIOD

The employee should ensure to serve one month notice period before leaving the company, at any point of time or else the one month salary in lieu of that period shortfall.





5. DOCUMENTS

You are requested to fulfill below mentioned joining formalities. Along with your offer letter, please provide the following documents:

1. Copy of Residence Proof: Photocopy of Passport/ driving license/Voter's identity card/Ration Card.
2. Salary slips from previous employer (If any)
3. Experience certificate of previous companies (If any)
4. Two passport size photographs.
5. Copy of latest CV
6. Sign and date this job offer letter where indicated below.
7. Sign and date the Employment Agreement at the time of joining.

5. TERMINATION OF EMPLOYMENT

If you don't abide by the rules and the regulations which are mentioned in the code of conduct then you can be terminated by the company.

Salaries are strictly confidential and any salary discussion is not tolerated in ClassMonitor. Any person found doing so will be terminated with immediate effect.

We look forward to welcoming you aboard. Congratulations!

Best Wishes,

Kriti Garg
Head HR

Archana Agrawal

Date

Date



RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED

REGD. OFFICE: C/O RAM SINGH SOLANKI HATYADEHLI RAMA JHABUA (M.P.) - 457661

EMAIL ID: RAMAFPC@GMAIL.COM

CIN: U01113MP2023PTC065849

21/06/2023

To,
Mr. Rajdeep Singh Chouhan
Address:- Khandwa Road Indore
Email: - rajdeepchouhan45@gmail.com

Dear Rajdeep Singh Chouhan,

Subsequent to the interview held for the position of Chief Executive Officer (CEO), we are pleased to offer you the above position in the organization. You will be based at Location- Block-Rama, Distt. Jhabua.

Your appointment will be governed by the following terms and conditions: -

1. Offer

The offer shall be effective from the date of your joining, which as agreed upon is 01/07/2023

2. Joining Formalities

You will be required to submit a copy of all the documents as highlighted in the **Annexure-II**. At the time of joining, you are required to produce all the documents in original for verification.

3. Annual Compensation

You will receive annual compensation of Rs. 3,00,000/- (Rupees Three Lakhs Only) to be paid in 12 equated monthly instalments. The detail of your compensation is provided in **Annexure I**

4. Responsibilities & Job Description

The role of Chief Executive Officer (CEO) is quite broad and requires a good understanding of agricultural practices, local area, its issues and a very good relation-building with the Board of Directors (BoDs), farmers and members of the organization. The CEO will be the overall in charge of the FPO and run n maintain different aspects of institution and business on daily basis. The CEO is expected to manage all stakeholders both internal and external along with building business and supply chain both backwards and forward. He will also work closely with the legal n financial officials for timely completion of audits and statutory requirements. The above list of work is not exhaustive and from time to time may extend for the development and benefit of members of FPO.

5. Leave

You will be entitled to 2 leaves on monthly basis. These holidays will be over and above the gazetted holidays as notified by the state.

6. Medical Fitness

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on the status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity, if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving by one month's notice in writing.

RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED

REGD. OFFICE: C/O RAM SINGH SOLANKI HATYADEHLI RAMA JHABUA (M.P.) - 457661

EMAIL ID: RAMAFPC@GMAIL.COM

CIN: U01113MP2023PTC065849

7. Conflict of Interest and Non-Disclosure Agreement

You shall not accept any other employment, part-time or otherwise, or engage in any commercial business or pursuit on your own account or as an agent. You shall not utilize or divulge to any person or persons' any of the Company's trade secrets or affairs.

8. Personal Information

You shall keep the Company informed of any change in your residential address, change in your qualifications and civil status.

9. Notice for separation

Either party can terminate the services by giving one month's notice in writing. The Company, however, reserves its right to terminate your employment by giving one month's salary in lieu thereof. The Company reserves its right to recover an amount equivalent to one month's salary on pro-rata basis, if you fail to give the Company, the required notice of your intention to terminate your employment.

10. Compliance, General terms and conditions

You will be governed by all the rules and regulations of the company in force and as applicable from time to time. You will abide by the terms of your appointment and non-compliance of any of the terms mentioned above. If, at any time, in the opinion of the Company, which shall be final, you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any other conduct considered by the Company, as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.

The above terms and conditions are based on the Company's policies and procedures and other rules currently applicable and are subject to amendment from time to time.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance of the above-mentioned terms and conditions of the employment.

We wish you a long and fruitful career with **RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED (RSFPCL)**

Thanking You

Director

RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED (RSFPCL)

I do hereby accept the terms and conditions for this appointment letter and by my signature hereto, I agree to abide by these terms.

Signature:

Name:

Place:

Date:

RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED

REGD. OFFICE: C/O RAM SINGH SOLANKI HATYADEHLI RAMA JHABUA (M.P.) - 457661

EMAIL ID: RAMAFPC@GMAIL.COM

CIN: U01113MP2023PTC065849

Annexure – I Salary Structure

Name: Rajdeep Singh Chouhan	Location: Rama	
Designation: Chief Executive Officer (CEO)	Per month	Per Annum
Salary	22,000	2,64,000
Local Travel Allowance	3,000	36,000
Total Salary	25,000	3,00,000

RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED

REGD. OFFICE: C/O RAM SINGH SOLANKI HATYADEHLI RAMA JHABUA (M.P.) - 457661

EMAIL ID: RAMAFPC@GMAIL.COM

CIN: U01113MP2023PTC065849

Annexure – II

RAMA-SAFAL FARMERS PRODUCER COMPANY LIMITED (RSFPCL)

Joining Report

The Director
Rama-Safal Farmers Producer Company Limited (RSFPCL)
C/o Ram Singh Solanki, Rama
Jhabua (M.P.) - 457661.

Dear Sir/Madam

1. I, _____, have the pleasure of joining and reporting for
duty as _____ at, _____
office w.e.f. _____.

2. I hereby agree to the terms and conditions of the appointment letter dated _____.

3. I am enclosing the following as required by you.

- a) Education Certificates
- b) Relieving letter and Experience Certificate from the last employer
- c) 2 Passport Size Photographs
- d) Driving License
- e) Vehicle Registration paper
- f) Vehicle Insurance Papers
- g) Aadhar
- h) Bank Passbook/Statement/Cancelled Cheque
- i) PAN

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Sincerely Yours

Name:

Signature:

Place:

Date: