

Date: - March 03, 2021
Name: - Abhishek Kanojia
Location: - Jaipur

Subject: - Offer Letter for Contractual Assignment

Dear Abhishek Kanojia

Congratulations on your new assignment with **GI Staffing Services Private Limited (GISSPL)**.

As per our discussions, we are pleased to offer you the position of “**Assistant Relationship Officer**”. In this regard, you will be based at **Jaipur** and you will be deputed at our esteemed client **M/s Mywish Marketplaces Private Limited** on a Fixed Term contract basis.

The Details of the Offer are given below & details of Compensation Structure is mentioned in **Annexure A:**

Joining Date : **March 03, 2021**
Monthly NTH : **13000/-**
Monthly CTC : **16281/-**

As discussed, the broad terms of this contractual employment offer are set out hereinafter:

- The formal letter of Appointment will be issued at the time of your joining the Company.
- You will not claim any lien on employment with our Client during or after your employment with GISSPL or the Client.
- You are requested to submit the mandatory documents prior to or at the time of your joining, which will be communicated by our branch spoc via SMS or email.
- Your compensation package shall be as per the enclosed Annexure A.

Appointment letter and other terms and conditions of the contractual employment renewable on yearly basis shall be provided after acceptance of the offer letter, received by GI Staffing Services Pvt. Ltd in the mode prescribed below.

Kindly send duplicate copy of the offer letter duly acknowledged and accepted within 7 days of the start date, failing which the offer shall stand withdrawn automatically.

Wishing you all the best

For GI Staffing Services Pvt. Ltd.



Authorized Signatory

READ AND ACCEPTED

Name
Aadhaar Card No:

Annexure A

GI Staffing Services Pvt. Ltd.	
Particulars	Breakup
Basic	6162
HRA	3081
Special Allowance	4650
Bonus	513
Monthly Gross Salary [A]	14406
Less PF 12% Employee	1297
Less ESI 0.75% Employee	109
LWF Employee	0
PT	0
Total Employee's Contribution [B]	1406
Monthly Net Pay [A-B]	13000
Co's cont. To. PF 13% Employers	1406
Co's Cont. To ESI 3.25% Employers	469
LWF Employer	0
Total Employers Contribution [C]	1875
Monthly CTC [A+C]	16281

READ AND ACCEPTED

Name:
Aadhaar Card No:
PAN No:
Email ID:
Mobile number:



ABACUS
CONSULTANTS
RECRUITMENT SYSTEMS BY VALUES

To,

11th Feb 2021

Ms. Anjali Vijay
D/o Mr. Vijendra Kumar Vijay
393-B, Surya Nagar Gopalpura bypass,
LalKothi, Gandhi Nagar
Jaipur, Rajasthan 302015

Dear Ms. Anjali,

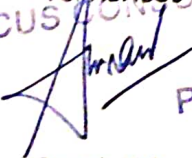
Sub : Offer for the Appointment to the position of HR Trainee Consultant

With reference to discussions you had with the undersigned. We would like to offer you the position of HR Trainee consultant for Abacus consultants. Subject to following terms and conditions:

1. You shall be on a probation period for three months from the date of joining (DOJ- 1st Feb 2021).
2. Your CTC for this period of three months would be a fixed sum of **Rs. 10,000/-** (Rupees **Ten Thousand only**) per month. Beyond which the Terms & conditions would be further discussed if the work is found satisfactory.
3. Notice period from either employee or company after confirmation of employment will be a period of 30 days or salary on lieu of. In the case of probation employees are liable to serve a notice period of 30 days or salary on lieu of whereas employer is inclined to serve a notice of 7 days or salary on lieu of.
4. If the terms of our offer are acceptable to you please sign and return the duplicate copy of this letter as token of your acceptance.

WE WELCOME YOU IN TEAM ABACUS

Regards
For ABACUS Consultants

ABACUS CONSULTANTS

Proprietor
Suresh Nair
Chief Consultant



LETTER of APPOINTMENT

Dear Ms. Ariba Khan,

Congratulations on your selection, we are pleased to offer you employment in our organization, on terms and conditions mentioned below:

Department : Human Resource
Designation : Management Trainee
Place of Posting: Jaipur

Cost to Company: Your fixed stipend will be Rs.10000/- per month. In addition to this you will be entitled to performance based incentives as per the policy of the company.

Reporting Details: You will be reporting to Mr. Navaldeep Singh & Mr. Prateek Jain

Reporting Date: 12th March 2021

Reporting Time: Your working hours will be from 9:30 am - 6:30 pm from Monday-Saturday.

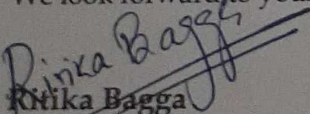
You will be governed by the service rules and regulations including conduct, discipline and appeal rules, administrative orders, any such other rules / orders of the firm that might be in force from time to time.

You are requested to submit the necessary documents as mentioned below as a part of fulfillment of your joining formalities:

- Qualification certificates (Xth, XIIth, Graduation & Post Graduation)
- Address proof
- Identity proof
- One photograph

You are advised not to disclose your package to any other member of the organization. Also, your services may be terminated by either side, by giving one months notice.

We look forward to your joining our team for long & successful association.


Ritika Bagga
HR

Joining Report

(To be sent by student within a week of joining by Email/ Registered Post to Concerned FIG,
JECRC University, Jaipur)

Student Details

Student Name: Arifa Khan

Student ID: 19MBAN002

Residential Address of Student:

241, Jaswant Nagar, Khatiwara
Jaipur

Mobile Number: 7976142238

Email ID: aribas Khan241@gmail.com

Project Details

Title of Project: Human Resource - Recruitment

Project Type: Core/ Non Core

Organization Name: Hyrefox Consultants Pvt. Ltd,

Site Address: 828 Frontiere Colony, Adreash Nagar, Jaipur

Phone Number: 0141 401198 Email ID: info@hyrefox.com

Head Office Address: _____

Phone Number: _____ Email ID: _____

I hereby inform that I have joined the organization on 12 March, 2021 for the
VIII semester Industrial Project

Dated: _____

Arifa
Signature of Student

Certificate by the Industry Guide

Certified that the above mentioned student has joined our organization for the VIII semester
Industrial Project For HyreFox Consultants Pvt. Ltd.

Dated: _____

Navaldeep
Signature of Industry Guide
(with company seal) Director

Name : Mr. Navaldeep Singh

Designation: Director

Mobile Number: _____ Email ID: _____

Date: 6th Feb 2021

**To,
Brijesh Muwal
Jaipur Rajasthan**

Sub: Internship Training Letter Human Resources Department.

Dear Brijesh,

This is with regard to your application for undertaking an Internship Training at **AU Small Finance Bank**.

We are pleased to inform that you will be provided training in **Human Resources Department** for the duration from **2nd Feb 2021 to 2nd May 2021** at AU Small Finance Bank at **Jaipur Malviya Nagar Office**. You will report to **Ms Madhu Goyal**.

You shall be guided by the concerned officials during the training. The training data needs to be based on actual information and submitted to the concerned authority in our company before final submission in the college.

No stipend will be paid during the training. 1-day leave is allowed for any intern during the training period.

If you leave the organization in between your training period you will have to serve 15 days' Notice Period. Your office timing would be **9:30 AM to 6:15 PM** during the training period which can also be extended according to the work.

You are requested to confirm the Internship letter within 72 hours of the receipt of this letter and shall be responsible to complete the formalities of the respective professional/educational institution with respect to the training formalities such as signing of any form by the Chief of Department, intimation to the institute about the training, etc.

Wishing you a successful completion and enriching tenure.

Yours faithfully,

For AU SMALL FINANCE BANK LIMITED



Authorized Signatory

Registered Office

AU SMALL FINANCE BANK LIMITED

19-A Dhuleshwar Garden, Ajmer Road,
Jaipur - 302001, Rajasthan, India

Phone: +91 141 4110060/61, **Fax:** +91 141 4110090

CIN: L36911RJ1996PLC011381

Formerly known as **Au Financiers (India) Limited**

Ref. No. SA/HRD/2020-21/0202

Dated: February 10, 2021

Deepanjali Nigam
643-1st floor, Mahaveer Nagar-1st, Near Jaipur Hospital,
Durgapura, Tonk Road, Jaipur (Rajasthan) - 302018
E mail: deepanjalinigam15@gmail.com
Mobile #: +91 7727827111

Sub: - Offer letter for the post of "HR Trainee".

Dear Deepanjali,

With reference to your application and subsequent discussions held with you, we are pleased to offer you internship in HR Department as a **HR Trainee** at Stone Age Group (ORVI & Stone Age). You will directly report to **Mr. Prateek Kaushik (AGM - Human Resources)**.

The appointment will begin on 27/01/2021 and will be valid for 6 months. You will receive a monthly stipend of **INR 8000/- (Eight Thousand Only)** per month. On successful completion of your internship you will be provided with a Completion Certificate.

You will be collaborating with the undersigned for day to day working of your HR Internship.

Please sign and return the duplicate copy of this letter as token of acceptance and return to us.

We welcome you to Stone Age Group and hope to have a long and fruitful association.

With best wishes,

Yours truly,

FOR Stone Age Pvt. Ltd.


Prateek Kaushik
AGM - Human Resources





Internship Letter

4th January

2021

Mr. Gaurav

Gurgaon

Dear Gaurav,

This is with reference to your application for an internship program and the subsequent round of interviews that we had with you. We are pleased to inform you that you have been selected to join PayU as an Intern.

Your internship period shall begin from **5th January 2021** and it will last for a duration of **6 Months** in the Company. You will be paid a stipend of **INR 12000** per month (including tax) during the internship period. Your place of work shall be PayU **Gurgaon for a month and based on business requirement this might change to Pune, Bengaluru and Mumbai location.**

During the internship programme you will adhere to the terms and conditions and privacy policy as applicable to the interns and employees of the Company including but not limited to the terms mentioned herewith this letter.

For any clarifications, please feel free to call the undersigned or any representative from the HR department and they will be glad to assist you.

Please note that this offer for internship shall remain open for 2 (two) weeks from the date of issuance of this letter. Should you fail to join the Company before the expiry of two weeks, this offer shall become null and void.

We welcome you to PayU family and look forward to a fruitful collaboration.

With best wishes

Rothin Shaw
Manager HR
PayU Payment Pvt Ltd

- During the period of your internship with the Company, you will devote full time towards the work of the Company as may be assigned to you. Further, you will not take up any other employment or assignment for any consideration, in cash or in kind or otherwise, without prior written permission of the Company.
- You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's functioning, or regarding any matter with which the Company may be concerned, unless you have previously applied for and obtained the written permission from the Company.
- You will be required to maintain utmost secrecy in respect of all documents (legal or not) and Company's internal policies.
- You will be required to comply with all rules and regulations of the Company as may be revised from time to time.
- Any confidential information or any other important information of the Company which might come into your possession during subsistence of your internship shall not be disclosed, divulged or made public by you in any manner whatsoever. Further, you shall not disclose such information for a period of 2 (two) years after completion of your internship.
- If at any time in our or your immediate manager's opinion, which shall be final in this matter, you are found to be a non-performer, dishonest, disobedient, disorderly behaved, negligent, undisciplined, absent from duty without permission or guilty of any fraudulent activity or any other conduct considered deterrent to our interest, your internship may be terminated without notice. On account of reasons of any acts or omission against the Company, the Company shall be entitled to recover the damages from you.
- You will not accept any commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the Company and if you are offered any, you should immediately report the same to your reporting manager or the management of the Company.
- This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application and C.V (including bio-data), in your request for internship at PayU from your official email address. If it transpires that you have made a false statement (or have not disclosed any material fact) resulting in you

being offered this internship, the Company may take such action as it deems fit in its sole discretion, including termination of your internship.

- You will be responsible for safekeeping and return in good condition and order of all Company's assets, which may be in your use, custody or charge.
- The working hours of your internship would be from 9:30 A.M to 6:30 P.M. on all working days of the Company.
- You will be eligible for 0 (zero) leaves for the entire period of your internship, however, any leave you may wish to avail should be subject to sole discretion of your reporting manager.
- You are not allowed to use VPN, Proxy Servers and similar products when using internet facility provided by the Company office and same should only be used from devices provided to you by the Company during the course of your internship.
- **Confidentiality and Intellectual Property Rights**
- You agree that the terms and conditions applying to your internship are strictly confidential. Any disclosure of these terms and conditions to third parties (including other employees of the Company or any other associate or affiliate of the Company) constitutes a breach of your Internship.
- You acknowledge that as a result of Internship with the Company, you will be in possession of proprietary and confidential information and trade secrets relating to the business practices of the Company and affiliated companies, if any. You agree that you will not, at any time during or after the internship period, directly or indirectly, use or disclose to any person, firm, corporation or other entity, use to the detriment of the Company or the Company's employees or misuse in any way any proprietary or confidential information acquired by you during your internship by Employer regarding the clients, customers, vendors, business partners or business practices of Employer or affiliated companies, without the prior written consent of the Company. For purposes of this Agreement, Confidential Information includes, but is not limited to, trade secrets; lists of past or present clients, customers or consultants; product or service development plans; marketing plans; pricing policies; business acquisition plans or targets; any portion or phase of any technical information, technique, method, process, procedure, technology or know-how (whether or not in written on tangible form) used by the Company or any portion or phase of any technical information, ideas, discoveries, designs, computer programs, processes, procedures,

or tangible form or whether or not down-loaded into a computer or on computer discs) to the Company. All such information, in whatever form, including all memoranda, notes, plans, reports, records, documents and other evidence thereof and any other information of whatever nature which gives the Employer an opportunity to obtain an advantage over its competitors shall be considered a "trade secret" for the purposes of this Agreement.

- For purposes of this Agreement, "Intellectual Property" means any discovery, process, product, or device, conceived, discovered, improved or made by you during the term of internship, either solely or jointly with others, whether patentable, trademarkable, copyrightable, and/or subject to protection as a trade secret or otherwise, which is related to the actual or planned business or activities of the Company or related to its actual research, design, development or suggested by or resulting from any tasks assigned to you for or on behalf of the Company, or with the use of the Company's facilities, materials or personnel. The following shall be the property of the Employer exclusively:
 - Any Intellectual Property conceived, discovered or made by you; and
 - Any patent, copyright, trademark, application or record relating to any Intellectual Property.
 - As far as the Company is not already by law the owner of the intellectual property rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates all intellectual property rights arising in respect of any and all works created, compiled and/or devised by you in the course and scope of your internship with the company pursuant to this agreement. By virtue of this agreement, any intellectual property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your contract with the Company, shall vest in the company and/or its affiliates upon their coming into existence.
 - You undertake and represent to the Company that to the best of your knowledge, you are the sole beneficial owner of the entire right, title and interest in and to such intellectual property right, arising in respect of your work created, compiled and/or devised by yourself in the course and scope of your internship with the Company, that you are free to assign such rights to the Company free of any third party claims, liens,

charges or encumbrances of any kind, and that you are free of any duties and/or obligations to third parties which may conflict with the terms of this agreement.

- All plans, strategies, programmes, trade secrets, accounts, financial information, market research, customer lists, data, records, reports, manuals, financial statements, budgets, specifications, correspondence, indices, research papers, letters or other similar documents (the nature of which is not limited by the specific reference to the foregoing items) which are created, compiled or devised or brought into being by you or have come into your possession in the course of the internship and all copies hereof, other property whatsoever belonging to the Company such as laptops etc. which may be in your possession or under your control, will be the sole property of the Company, and upon termination of this internship or earlier if required by the Company, such documents and all copies shall be returned to the Company without any copies in whatever form withheld, if not destroyed earlier. The provisions of this clause shall survive termination of this agreement for whatsoever reason.

Employee Acknowledgment. I have carefully read the above terms and conditions and that they are acceptable to me in full.

Signature

Name:

Date and Place:

Date: 15th February 2021

To,
Gurusha Sharma
Jaipur, Rajasthan

Sub: Training Letter in Finance & Accounts department.

Dear Gurusha,

This is regarding your application for undertaking Training at **AU Small Finance Bank**.

We are pleased to inform that you will be provided training in **Finance & Accounts Department** for the duration from **15th February 2021 to 18th August 2021** at AU Small Finance Bank at **Jaipur Malviya Nagar Office**. You will report to **Mr. Saurabh Acharya**.

You shall be guided by the concerned officials during the training. The training data needs to be based on actual information and submitted to the concerned authority in our company.

You will be paid Rs. 3,000/- per month as stipend for the training undergone by you. 1-day leave is allowed for any intern, other than the same, Stipend will be deducted.

If you leave the organization in between your training period, you will have to serve 15 days' Notice Period. Your office timing would be 9:30 AM to 6:15 PM during the training period which can also be extended according to the work.

You are requested to confirm the training within 72 hours of the receipt of this letter and shall be responsible to complete the formalities of the respective professional/educational institution with respect to the training formalities such as signing of any form by the Chief of Department, intimation to the institute about the training, etc.

Wishing you a successful completion and enriching tenure.

Yours faithfully,

For AU SMALL FINANCE BANK LIMITED

A handwritten signature in black ink, appearing to read 'Mr. Sai Sanyal', written over a horizontal line.

Authorized Signatory

Registered Office

AU SMALL FINANCE BANK LIMITED
19-A Dhuleshwar Garden, Ajmer Road,
Jaipur - 302001, Rajasthan, India

Phone: +91 141 4110060/61, **Fax:** +91 141 4110090

CIN: L36911RJ1996PLC011381

Formerly known as **Au Financiers (India) Limited**

Letter of Appointment

To,
HARSHIT JAIN
4097, CHOUKDI MOHALLA, NASIRABAD
AJMER-305601 RAJASTHAN

Date: Feb 01, 2021

Dear **MR HARSHIT**

Sub: Letter of appointment.

We are pleased to offer you an appointment in our organization as **BUSINESS DEVELOPMENT EXECUTIVE** with effect from **Feb 01, 2021**. You will be based in our B-9, Second Floor, Mahalaxmi Nagar, Behind WTP South Block, Malviya Nagar, Jaipur-302017 (Raj.) office.

Your Annual Total Employment Cost to the Company will be **Rs. 1,80,000.00/- (One Lac Eighty Thousand Only)** Per Annum. Which has been mutually discussed and agreed upon, you are requested to keep your salary information confidential always & are not supposed to disclose it to anybody in the company or to outside agency.

Your CTC consists of a number of components to ensure tax efficiency according to taxation laws. The breakdown of your salary structure is as follows -

	Components (Fixed)	Monthly Amount ₹	Annual Amount ₹
1	Basic Salary	7,809.00	93,708.00
2	House Rent Allowance	0.00	0.00
3	Fixed Gross	7,809.00	93,708.00
	Components (Other Variable Pay)		
4	Statutory Bonus	1,400.00	16,800.00
5	Statutory Gratuity	2,253.00	27,036.00
6	Performance Linked Incentive	1,553.00	18,636.00
7	GROSS SALARY (3+4+5+6)	13,015.00	1,56,180.00
8	P.F. (Employee cont.)	1,562.00	18,744.00
9	ESI (Employee cont.)	98.00	1,176.00
10	NET SALARY - IN HAND (7-8-9)	11,355.00	1,36,260.00
11	P.F. (Employer cont.)	1,562.00	18,744.00
12	ESI (Employer cont.)	423.00	5,076.00
13	TOTAL CTC (7+11+12)	15,000.00	1,80,000.00

*Income-Tax deduction will be applicable subject to Income-Tax Act, 1961 & Income-Tax Rules, 1962.

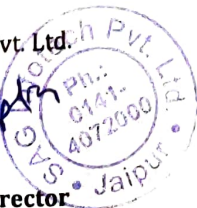
Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents/certificates/information given by you as a proof of above we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

Commitment -

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Thanking You,
SAG Infotech Pvt. Ltd.

(Amit Gupta)
Managing Director



Accepted
05/02/2021
Harshit



Date: - 13th February 2021

To,

Mr. Jahnvi Shukla

INTERNSHIP OFFER LETTER

Dear Jahnvi,

Thank you for your interest in working for our organization. We are pleased to offer you an internship opportunity as a Full Time Intern in Joyride Experiences Private Limited.

The company will be offering a Stipend of **Rs 6,000** per month and internship experience letter at the end of the internship period based on your Reporting Managers discretion.

The internship will be form 15-Feb-2021 to 15-May2021.

This offer of internship with Joyride Experiences Private Limited is subject to successful verification of information provided by you. Interns will be governed by Joyride Experiences Private Limited Internship Policy, Interns will be signing by Non-Disclosure Agreement with Joyride Experiences Private Limited.

We at Joyride Experiences Private Limited hope that you will accept to work with us and look forward to welcoming you. We hope that your period of internship with us will be pleasant, knowledgeable, and mutually beneficial. Please feel free to contact us if you have any questions or concerns.

Kindly sign below to show acceptance of the offer made.

Best Regards

For Joyride Experience Private Limited



Anil G
COO



Date: 30th Jan 2021

Jyoti Rajvi
Ward No 24, Civil Lines,
Near Kothi No. 37,
Hari Niwas,
Bikaner-334001 (Raj.)

Subject: Internship Offer.

Dear Jyoti Rajvi,

On behalf of Ravi Surya Group, I am excited to extend an offer to you for an internship position within our HR Department. This position is located in C-Scheme, Jaipur (Raj.). The position is for the role of a HR Intern.

This position is scheduled to begin Feb 01, 2021 and will be a six-month paid internship opportunity ending on July 31, 2021. The schedule for this position is Monday-Saturday from 10:00 a.m. to 7:00 p.m. IST. Your stipend will be Rs 8,000/- (Rupees Eight Thousand only) per month. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits. In this role, you will report directly to Manager – HR. Please be sure to bring two forms of ID, your Aadhar, and your bank account information with you on your first day to complete your profile.

During your temporary employment with Ravi Surya Group, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Ravi Surya Group. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Ravi Surya Group.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer please contact Manager - HR in our Recruiting Department at +91 93518-98000. Please review this letter in full, and sign and return it to confirm your acceptance of the position no later than close of business on Jan 31, 2021.

We look forward to having you begin your career at Ravi Surya Group and wish you a successful internship. Welcome to our team.

Sincerely,

For Ravi Surya Group

For Ravi Surya Affordable Homes

Authorized Signatory
Authorised Signatory

I, Jyoti Rajvi accept the above offer and will begin the internship position on Feb 01, 2021.

Jyoti Rajvi
Aadhar No – 4604 0959 9752

GALAXY MEGA SHOP

JESSORE ROAD, HABRA BAZAR
NEAR 3NO. LANE
HABRA-743263
9564900900

Date: 24 January 2021

Name: Khushboo Mundhra

Email: ksrcnm@gmail.com

RE: Offer for internship

Following your application and subsequent interview, we are pleased to inform you that you have been considered for internship in this company. You will be stationed at Galaxy Mega Shop located at Kolkata with effect 27 January 2021. You are required to report to the person in charge, Mr. Saurav Taparia.

The terms of engagement are as follows:

1. Reporting time: 10:00 am
2. No. of hours per week: 45
3. Duration: 6 months

You will be joining as a finance trainee.

It is our hope and prayer that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

If you have any questions, please feel free to contact Mr. Saurav Taparia.

Sincerely,
Mr. Saurav Taparia
Galaxy Mega Shop

INTERN'S DECLARATION

I accept the above terms and conditions

Name: Khushboo Mundhra

Date: 24 January 2021

M/S. GALAXY MEGA SHOP
Saurav Taparia
Partner



DSV Air & Sea Pvt. Ltd.

Building No.- 10, Tower A, 3rd Floor,
DLF Cyber City, Phase-2,
Gurugram – 122002 Haryana (India)
Tel : +91 124 719 99 00
Fax : +91 124 42 63 388
: +91 124 719 99 01
Web : www.dsv.com
www.dsv.in
Email : info@in.dsv.com

February 10, 2021

Khushboo Sharma

D90, School Block, Nathu Colony
Shahdara, Delhi - 110093

Subject: Internship with DSV Air & Sea Pvt Ltd.

Dear **Khushboo**,

We are pleased to offer you internship for the period starting from February 15, 2021 to June 15, 2021, based at DSV Gurgaon. You will be working on Project titled: “**Study of Financial Statements at DSV Air & Sea Pvt Ltd**”.

Your internship is subject to the following terms and conditions:

1. DSV is not seeking any engagement with you after the completion of this internship and the company will not be responsible to provide any expenditure in case of unemployment.
2. You will observe all applicable rules, regulations, instructions, procedures and directives of DSV as laid down in the Human Resource policy.
3. You will refrain from any conduct that would adversely reflect on DSV and you will not engage in any activity which is incompatible with the aims and objectives of DSV.
4. You will keep confidentiality on:
 - a) Information other than that is generally published and available to the public regarding DSV's business, operations and systems, financial affairs and clients of which you may obtain knowledge is a valuable asset to the company.
 - b) During the internship and for anytime thereafter you will not use or disclose any such confidential information to any person, firm or corporation, any trade or business secrets of DSV or other confidential information or any information whatsoever relating to the conduct of the business of DSV of which you have been informed or become aware during the period of your service with DSV.
 - c) Except with the explicit authorization of the DSV, you will not to publish any reports or papers on the basis of information obtained during the internship, both during and after the completion of your internship

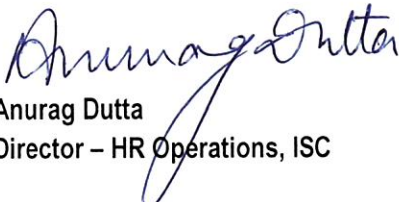


5. You will provide the organization with a copy of all materials prepared during the course of internship and you will submit a project report with detailed notes to the HR department & the project guide. Your work will be evaluated based on your project report and on successful completion of your project report; you will be issued the Internship completion letter.
6. You will provide immediate written notice in case of illness or other circumstances which might prevent you from completing the internship
7. DSV accepts no responsibility for costs arising from accidents and or/ illness incurred during the course of internship

On agreeing to the above, please indicate your acceptance by signing this document and returning the duplicate signed copy of the same

Yours faithfully,

For DSV Air & Sea Pvt Ltd


Anurag Dutta
Director – HR Operations, ISC

Received & Accepted

Khushboo Sharma

To

2nd February, 2021

Ms. Manipriya Vashisth
House No. 41, Saraswati Nagar, Phase-1
Awadhपुरi, Agra - 282010

Letter for Internship

Dear Ms. Manipriya,

With reference to your application for the internship received by Hitachi India Pvt Ltd, and our subsequent discussions, we are pleased to provide you with an opportunity to undergo an Internship assignment with us. The terms and conditions of the Internship program are stated below.

1. Project Guide **Ms. Riya Kapoor.**
2. Department **Human Resources Group.**
3. Place of office Delhi. (Virtual Internship)
4. Duration of Internship 9th February 2021 to 30th July, 2021.
5. Working hours 8:30 am – 5:00 pm - Monday to Friday.
Week off – Saturday & Sunday.
6. Leaves Only company declared holidays would be given to you.
7. Non-Disclosure Agreement You are required to sign a Non-Disclosure Agreement with the Company on your day of joining, before the start of assignment.
8. General Convent In respect of matters which are not specifically covered by this letter, you will be governed by the service rules of the company which will be in force from time to time. The duplicate copy of this letter may kindly be returned to us duly signed as a token of your acceptance of this assignment.

RK

Alankar

In case of any dispute arising under the course of Internship agreement the same shall be settled as per the proceeding laws of India under the jurisdiction of the courts in Delhi.

This letter is subjected to the reference check received and the company reserves the right to withdraw the offer if deemed necessary on the basis of reference checks.

Hardcopy of this letter will be issued to you when the office resumes post lock down. All contents are mentioned in the letter must be held and is intended to be part of the Internship.

We welcome you to Hitachi India family and look forward to a mutually beneficial and purposeful association.

Yours faithfully,

For **HITACHI INDIA PVT. LTD.**



RK
Ashutosh Anshu
Chief Human Resource Officer
Human Resources & Administration Group

I agree and accept the above
Manipriya Vashisth

REKHA SHARMA is presenting

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a sense of being equal to all. The idea of universal adult franchise is based on the fact that every adult in the country, irrespective of their caste or financial status, has one vote to cast.

2. Kanta stays in a slum. She needs to borrow money from her employer as her child is unwell and she needs to take her child to a doctor.

3. The caste system is a common form of inequality in India. In the caste system, society is divided into various levels and inequality arises from there—those placed at the top are in an advantageous position and the ones at the bottom, are at a disadvantage.

4. When Mr and Mrs Ansari went looking for a rented accommodation, they had to face many difficulties due to their religion. They were refused houses under the pretext of various reasons.

in a couple of more houses. They were also suggested to change their names to Mr and Mrs Kumar to get a house, which they refused. After a long time, they finally found a house.

Worksheet: 20.2

A. 1. c. 2. a. 3. b. 4. d

B. 1. Dignity 2. Constitution
3. bathing 4. enrolled

C. 1. False. The Ansaris were not treated with dignity due to their religion.
2. True
3. True
4. False. The midday meal has had many positive effects.

D. 1. Valimiki's father helped him as he saw his son sweeping the school on a day he was passing by.
2. By the phrase 'recognizing every individual', the Indian Constitution implies that every

YASHOVARDHAN ...

REKHA SHARMA

EKANSH SHARMA

LIZA SAGA

REKHA SHARMA

9 oth

BHAVYA GUPTA has left the meeting



December 20, 2020

42, Sunder Nagar, Khatipura,

Jaipur, Rajasthan, 302012

Ms. Monika Rathore

OFFER LETTER AND CONTRACT OF EMPLOYMENT

We are pleased to offer you employment with Cognus Technology (the "Company") on the following terms and conditions:

1. **COMMENCEMENT OF EMPLOYMENT**

Your employment will be effective as of **November 20, 2020**.

2. **JOB TITLE AND WORK LOCATION**

Your job title will be Executive – MRP(Projects) and you shall be posted at Cognus Technology office. You will be reporting to the Company's Senior Manager - MRP, based in Jaipur, India, or as the Company may otherwise direct.

3. **COMPENSATION & SECURITY DEPOSIT**

3.1 Your annual compensation will be Rs. 192000/-() and the break - up details are set out in "Schedule A" hereto.

3.2 **Security Deposit:** This is equivalent to one (1) month of net pay of your Compensation (as mentioned in the Schedule A) and shall be kept as a deposit with the Company. The amount shall be deducted in installments from your salary for Twelve (12) months, and will be locked for Twelve (12) months. The amount so deducted as security deposit shall be returned back to the employee after the completion of the lock-in period i.e. Twelve (12) tenure with the Company and shall be credited at the time of employee separation (where the employee is leaving the Company with proper resignation and serving the notice period) with Full and Final Settlement.

ANNEXURE I
COMPENSATION DETAILS

COE: Ms. Monika Rathore

Designation & Department: Executive - MRP(Projects)

CTC	16000
Gross	15496
In Hand	15380

Components	Amount Per month (in INR)	Amount Per Annum (in INR)
Basic	15100	181200
HRA & Conveyance Allowances	396	4752
Gross Salary	15496	185952

Benefits	Amount Per Month (in INR)	Amount Per Annum (in INR)
Total ESIC Contribution	620	7440
ESIC Contribution of Employee	116	1392
ESIC Contribution of Employer	504	6048
Total PF Contribution	0	0
PF Contribution of Employee	0	0
PF Contribution of Employer + PF Administration exp.	0	0
Other Cost to Company	0	0
TOTAL CTC		192000

The variants are as per Company policies.

Statutory deductions are compulsory.

Applicability/ availability of the allowances may vary according to location and / or company policy.

Company may provide facilities in lieu of these allowances.

As per company policies and criteria, variable pay, Policies, Benefits and Attractions are subjected to change.

Voluntary Work Incentive are subject to the work done voluntarily.

ESIC & PF Coverage is applicable as per govt. rules.

Security deposit: 1250*12months = Rs. 15000

This will be credited in full and final settlement and will be eligible after 12 months.

Chauhan



Company Name: Cognus Technology

Accepted & acknowledged by

Employee Name: Ms. Monika Rathore
D/O Ranjeet Singh

Communication Address: 42, Sunder Nagar, Khatipura
Jaipur, Rajasthan - 302012

Mobile Number: 9828415147

Internship Offer with LUSHdicker

Date: - December 30th, 2020

NEHAGUPTA

+91-8696612375

MBA(finance and marketing), JECRC University, Jaipur

Email:- nehagupta21041998@gmail.com

Dear NEHAGUPTA,

I am delighted & excited to welcome you to LUSHdicker as a **web development Intern**. At LUSHdicker, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with LUSHdicker.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Department: - Human Resource

Himani

Internship Offer with LUshdicker

Annexure A

You shall be governed by the following terms and condition of service during your internship with LUshdicker, and those may be amended from time to time.

1. You are being hired as a **Web development Intern** and Adarsh would be your Reporting Manager and Mentor during the internship. As a Web development Intern you would be responsible for :-

Your duties & Assignments for this position are as follows:-

*you need to do Keyword Research

*you need to do on/off-page Search Engine Optimization (SEO)

*you will get a chance to handle our Social Media pages to get a maximum reach from Social Media marketing.

*you need to create strategies to get a maximum Results from our Email campaigns

2. Your date of joining is 1st Jan 2021 and the duration of the internship would be 6 Months (26 working days in a month) During this time you are expected to devote your time and efforts solely to LUshdicker work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to LUshdicker will be the intellectual property of LUshdicker. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. LUshdicker operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all LUshdicker work/data stored on your Personal Computer to your mentor and delete the same your machine.

Internship Offer with LUSHdicker

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. LUSHdicker is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what LUSHDICKER stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. As it is a work from home Internship you need to submit report Every End of the day if we didn't get your reports at the end of the day LUSHdicker have all rights to terminate your Internship Immediately.
13. Perk that going to provide to you is your Certificate only

Internship Offer with LUschdicker

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

LUschdicker

Date:

Signature:

Place:

Name:



Dear **NEHAL SAIN**,

We are pleased to offer you the position of **BUSINESS DEVELOPMENT EXECUTIVE** on terms and conditions, which have been mutually discussed and agreed upon.

You are requested to bring along the following documents at the time of joining your duties:

1. Copies of Certificates supporting your educational qualifications along with mark sheets-
 - i. Xth Certificate & Mark Sheet
 - ii. XIIth Certificate & Mark Sheet
 - iii. Degree Certificate & Semester / year-wise Mark Sheets
 - iv. Master's Certificate & Semester / year-wise Mark Sheets
 - v. Diploma / PG Diploma Certificate & Transcripts
 - vi. Any other Certificates with supporting documents - if any
2. Your Salary Slips / Salary Certificate / Bank statement of last three months in which salary must have been credited.
3. Your Relieving Letter from your Present / Last Organization
4. Service Certificate / Proof of Employment from the present and all Previous Employers.
5. Copy of Appointment Letter of Previous Employer.
6. 12 Nos. Passport-Sized Color Photographs.
7. Copy of PAN Card and Aadhaar Card.
8. Details of the person of contact in case of emergency.
9. Reference from previous Organisation.
10. Copy of Passbook and Bank statement.
11. Mobile Bill or Documents supporting for Mobile No. verification.
12. NASSCOM Registration (Map with SAG Infotech Pvt Ltd)
13. 500/- Stamp Paper for Employment Agreement.
14. 100/- Stamp Paper for Acceptance of Employment.

You are required to join us on **Feb 02, 2021** else this offer letter will be treated as cancelled.

Commitment – Any verbal commitment will not be acceptable by the company unless it is in a written format in the Letter of Appointment.

You are requested to send us the acceptance of the offer by a revert on this email with the commitment (If any).

We are happy to welcome you to the SAG InfoTech Pvt. Ltd.

With best wishes.

Thanks and Regards ... 

Rahul Jain

(HR MANAGER)

SAG Infotech Pvt. Ltd.

B-9, Second Floor, Mahalaxmi Nagar, Behind WTP South Block

Malviya Nagar, Jaipur-302017 (Raj.)

☎ : 0141- 4072000 (60 Lines)

e : hr@saginfecth.com

Ms. Pooja Patel
A10628
Dangiyo Ka Mohalla,
Badgaon,
Udaipur, Rajasthan - 313011

Subject: Appointment Letter

Dear Ms. Pooja Patel,

Please refer your acceptance dated 06th January 2021 to our offer letter dated 06th January 2021, we are pleased to appoint you in our organization on the following terms and conditions.

1. Appointment/ Designation

You are being appointed for the role of Student Support & Admission Officer at Grade E2 and designation Executive in Aakash Educational Services Limited ("Company") with effect from 07th January 2021.

2. Cost to the Company (CTC)

Your CTC would be Rs.300000/- per annum. Please refer to **Annexure -I** for detailed CTC break up.

3. Terms and Conditions of Service

You undertake to abide by the Employment Terms & Conditions of Service of the Company, Policy Synopsis as mentioned in Annexure - B, Code of Conduct for Employees as mentioned in Annexure -C and all other policies of the Company. The Company reserves the right to amend or modify any of these terms and conditions of service.

4. Probation

You will be on probation initially for a period of three months from the date of joining. The period of probation may be extended, if your performance / conduct during the period of probation is not found to be satisfactory. A separate letter shall be issued for confirmation. If no letter of confirmation is issued after the date of expiry of aforesaid period, it should be assumed your probation period is deemed to be still continuing.

5. Medical Fitness

You should be medically and physically fit in order to discharge your official duties and obligations effectively and efficiently.

6. Transferability

Your initial place of posting shall be Jaipur - Surya Nagar. However, your services can be transferred from one place and/ or department to any other place and/ or department at the sole discretion of Company.

7. Leaves

All leaves shall be applied/ granted in accordance with the Leave Policy of the Company.

Aakash Educational Services Limited
CIN No.: U80300DL2007PLC169398

Registered Office

Aakash Tower, 8, Pusa Road, New Delhi-110005.

Telephone: (011) 47623456

Fax: (011) 47623472.



8. Relinquishing Services

In case of your absence from office without any intimation to the concerned authority, for a continuous period of 3 or more days, you shall be deemed to have let and relinquished the service on your own accord and such relinquishment of service shall be deemed as repudiation of the present contract or employment by you and not a termination of service by the Company.

9. Terminating/ Relieving

After, confirmation in the services of the Company, the contract of employment is liable to be terminated by either party without assigning any reason but by giving notice or salary in lieu of notice by either party (Refer Employment Terms & Conditions of Service). Notwithstanding anything contained hereinabove, the Employee shall be liable for termination without any notice if the employee is in violation of any of the Employment Terms & Conditions of Service and the Company shall be entitled for withholding all the dues of the Employee, without prejudice to its other rights.

You are requested to sign and return the duplicate copy of this letter, as a token of your acceptance of the terms of appointment, including the Employment Terms & Conditions of Service, the Code of Conduct of the Company and other policies of the Company. In case of any conflict in the terms of Employment Terms & Conditions of Service, Code of Conduct for the employees and the present Appointment Letter, the terms of Employment shall prevail.

We welcome you to the Aakash family and looking forward for a great and long association with us.

For Aakash Educational Services Limited



Sachin Saxena
CHRO

Declaration

I, Pooja Patel have carefully read and understood the terms and conditions of my appointment as mentioned hereinabove as well as other documents / policies and I agree and undertake to abide by them.

Signature:

Name:

Date:

Place:

Aakash Educational Services Limited
CIN No.: U80300DL2007PLC169398

Registered Office

Aakash Tower, 8, Pusa Road, New Delhi-110005.


Telephone: (011) 47623456

Fax: (011) 47623472

Name: Pooja Patel	Designation: Executive	
Location: Jaipur - Surya Nagar	Grade: E2	
Role: Student Support & Admission Officer	Date of Joining: 07-January-2021	
Salary Breakup		
Details	Monthly	Annual
Basic	21944	263328
Total Gross (A)	21944	263328
Gratuity*	1056	12672
Employer's Contribution - Medclaim & Group Accidental Insurance**	50	600
Employer's Contribution PF	1950	23400
Total Retiral Benefits (B)	3056	36672
Total CTC (A+B)	25000	300000

* You will be entitled for Gratuity after completion of 5 yrs. continuous service with Aakash Educational Services Ltd as per Gratuity Act, 1972.

**Mediclaime & Group Accidental coverage as per Company policy.



Signature of Employee



Job Title: Student Support & Admission Officer	Division/Department: Sales & Marketing
Reports To: Branch Head	Work Location: Pan India
Desired Work Experience: -2- 4 Years	Weekly Off: Rotational

About Aakash Educational Services Limited (AESL)

Aakash Educational Services Limited (AESL) is a leading educational institution in India that provides comprehensive test preparatory services for students preparing for medical and engineering entrance examinations, school/board exams and competitive and scholarship exams such as NTSE, KVPY, and Olympiads. The "Aakash" brand is associated with quality test preparation and a proven student selection track record in various medical and engineering entrance examinations.

AESL provides its services through classroom-based coaching, digital and distance learning programs which supplement its classroom courses and allow students to engage in self-paced learning. It also offers short-term classroom courses to prepare students for upcoming examinations. Additionally, it delivers and supports its education channels through digital features via Aakash iTutor and Aakash Live.

AESL has also partnered with Blackstone, a global investment management firm, to build country's largest education company.

With more than 32 years of operational experience in the test preparatory coaching industry, the company has a pan India network of 200+ Aakash Centers with an annual student base of more than 2,50,000 students and an employee count of more than 4700 pan India with registered office at Aakash Tower, 8, Pusa Road, New Delhi- 110005.

Job Requirement:

- Achieve allocated admission targets.
- Counseling Students and parents about our courses and competition exams landscape.
- Champion entire student cycle: Prospecting, Counseling, Admission, Orientation, Support.
- Interaction with students and parents on routine basis for giving them Aakash experience.
- Clarifying doubts of students and parents.
- Managing fee structure & fee software for different programs.
- Monitor class schedules to ensure smooth running of classes.
- Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers.
- Handling assigned administrative responsibilities.

Experience, Skills & Key Responsibilities:

- Relevant experience in counseling profile.
- Self-motivator & Drive to work. Proficiency in Microsoft Office.
- Strong communication, presentation and persuasion skills. Enthusiastic and positive attitude.
- Interpersonal skills to communicate with various types of client groups.
- Should have experience in Educational / Insurance / Pharma / Training.
- Good written and verbal communication skills (Fluency in English & Hindi is must / in Case of South / West - Regional Languages is mandatory).

Qualification: Bachelor's degree with experience of 2 - 4 Years.

Functional Area: Sales & Marketing.

Employment Type: Permanent Job, Full Time.



“जय आनन्द”

फोन : 2750748

न्यू ब्राइटलैण्ड निजी औद्योगिक प्रशिक्षण संस्थान

(भारत सरकार, NCVT से मान्यता प्राप्त संस्थान)

सी-73, 74, 75, मॉडल टाउन, मालवीय नगर, जयपुर (राज.)

क्रम संख्या NBL/ITI/21/277

दिनांक...02/01/2021

Pratishtha Mathur

Date:- 2nd January 2021

Subject: Letter for offering Internship

Dear,

This is with reference to your application for the internship and the subsequent round of interviews that we had with you.

We are pleased to inform you that you have been selected for internship. Your joining date will be 2nd January 2021. The schedule of the training will be from 9:30 AM to 6:15 PM, 6 days in a week. The duration of internship will be 6 Months. The stipend amount will be 5000/month.

For any queries or clarifications, please feel free to call the undersigned or any representative from our HR department and they will be glad to assist you.

Please also note that this offer holds true for 2 weeks from the date of letter.

We hope to have a long lasting professional relationship with you.

Best regards,

DIRECTOR
New Bright Land Pvt. I.T.I.
C-73, 74, 75, Model Town
RAVINDRA KUMAR MATHUR
Malviya Nagar

Director

New Bright Land Pvt. ITI

Joining Report

(To be sent by student within a week of joining by Email/ Registered Post to Concerned FIG,
JECRC University, Jaipur)

Student Details

Student Name: PRATISHITHA MATHUR **Student ID:** 19MBAN021

Residential Address of Student: MODEL TOWN, MALVIYA NAGAR

Mobile Number: 8094444416

Email ID: pmathur7777@gmail.com

Project Details

Title of Project: BUSINESS DEVELOPMENT & ADMINISTRATION

Project Type: Core

Organization Name: NEW BRIGHT LAND PVT. ITI

Site Address: MODEL TOWN, MALVIYA NAGAR

Phone Number: 9829368777 **Email ID:** newbrightlandpublicschool@gmail.com

Head Office Address: Model Town, Malviya Nagar

Phone Number: 9829368777 **Email ID:** newbrightlandpublicschool@gmail.com

I hereby inform that I have joined the organization on 2nd January 2021 for the 4th semester
Industrial Project

Dated: 4/1/2021


Signature of Student

Certificate by the Industry Guide

Certified that the above mentioned student has joined our organization for the 4th semester
Industrial Project

Dated: 4/1/2021


DIRECTOR
Signature of Industry Guide
(with company seal)
New Bright Land Pvt. I.T.I.
Model Town
Malviya Nagar, Jaipur

Name: RAVINDRA KUMAR MATHUR

Designation: Director

Mobile Number: 9829368777 **Email ID:** newbrightlandpublicschool@gmail.com

G.M. FINANCIAL SERVICES

(ACTING IN YOUR BEST INTEREST)



12 Jan-2021
RITIKA VIJAY

Subject: Internship with G.M. Financial Services

Dear Ritika,

We are pleased to inform that you have been selected for the internship with G.M. Financial Services and will be placed in our **Investment Banking / Wealth Management Department**. It is hereby stated that this internship is neither a job nor assurance for a job at G.M. Financial Services.

The company lays high importance on this and spends considerable resources on the training. A full commitment is expected during the training period. Internship is full time programme and hence interns are required to observe working hours of G.M. Financial.

The duration of your internship will be for 6 months.

G.M. Financial Services would be providing **E-certificates** after successfully completing the internship.

Congratulations and welcome to G.M. financial Services Team.

Regards,



G.M. Financial Services

SSL/TA/APP/20-2021/973

Date: 06-Mar-2021

Ms. Sanskriti Jha
A-230/4, Vivekanand Nagar, Bhilwara, 311001
Bhilwara
311001

APPOINTMENT LETTER ON FIXED TERM CONTRACT BASIS

Dear Sanskriti Jha,

With reference to the interview you had with us, we are pleased to appoint you in our organization on a fixed term contract as **Relationship Officer - Retail Sales** (in **Officer** Grade) for **Retail Sales** Department on following terms and conditions:

Tenure:

The tenure of this Contract is for the period of **12 months** starting from **15-Mar-2021** to **15-Mar-2022**. Any further extension of your contract shall be at the complete discretion of the Company.

Location:

You will be initially posted at our office in **Bhilwara (32147 | BHILWARA SHASTRI NAGAR)** till further instructions.

Remuneration:

Your total cost to company will be **Rs.180,000/-p.a. (Rupees One Lakh Eighty thousand Only)**.

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

Important note:-

- a) Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.
- b) The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
- c) The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.

Duties & Responsibilities:

Your duties and responsibilities will be communicated to you by your reporting manager.

The Company shall have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbisart.com

SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017

Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

You shall perform, observe and conform to such duties, directions and instructions given to you by your superiors in connection with the business of the Company / Group Company diligently and faithfully.

Background Checks:

The Company shall conduct a background verification of all records / references provided by you. Your contract in this company shall be subject to your background check, records being clear and free from any ambiguity. Company reserves the right to call upon you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

Insurance Coverage:

You will be covered under Employee State Insurance Coverage (only if your gross salary is equal or below Rs.21,000/- monthly) or Group Mediclaim Policy as per the terms & conditions prescribe in the respective Policy.

Leave:

You will be entitled only for Earned Leave @ 1.5 days per month during the tenure of this contract. Please note that leave is not a matter of right. Leave may be availed subject to sanction by the competent authority and availability of balance in your leave account. Leave cannot be accumulated and will lapse at the end of expiry of the contract.

Transfer:

An employee can be transferred to any Department, Office or Establishment forming part of our organization or to any of our Group companies / Subsidiaries in India or abroad, depending upon the requirements of business or as may be deemed fit by the management.

Separation:

The Company may at its discretion terminate the contractual appointment by giving one month's notice or one month's Gross salary in lieu thereof. Similarly, if you decide to resign from the Company's Services, you are required to give one month's notice or one month's fixed Gross salary in lieu thereof.

Upon end of contract period, you are not entitled to seek an extension of contract period or seek permanent employment with us.

Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned end of Contract period, this Contract shall be co-terminus with the project/work. Any further extension of your contract shall be at complete discretion of the Company.

Termination:

- a. The Company reserves the right to terminate your Contract without notice or payment in lieu of notice on grounds of non-performance or in case you are guilty of misconduct or negligence in your duties, or in case you have undertaken outside employment for remuneration without prior written permission of the Company.
- b. **Reasons for Termination of Contract shall include, but not limited to:**
 - i. Insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

- ii. Theft, fraud, or dishonesty in connection with the Company or SBI business or property;
 - iii. Taking or giving bribes or any illegal gratification;
 - iv. Remaining on unauthorized absence without intimation continuously for a period exceeding 7 days;
 - v. Repeated late attendance;
 - vi. Repeated breach of any law applicable to the establishment;
 - vii. Riotous or disorderly behavior during working hours at the establishments of the Company/SBI or any act subversive of discipline;
 - viii. Repeated negligence or neglect of work;
 - ix. Unauthorized disclosure of information regarding the affairs of the company, SBI or any of its customers or any other person connected with the business of the company or SBI which is confidential or the disclosure of which is likely to be prejudicial to the interests of the company or SBI.
 - x. Damage or attempt to cause damage to the property of the company or SBI or any of its customers
 - xi. Violation of Insider Trading Code defined by the Company
 - xii. Misbehavior towards customers and employees of the company or SBI on official business related activities.
 - xiii. Making a false statement in any document pertaining to or in connection with employment in Company;
 - xiv. Conviction by criminal Court of Law for an offence involving moral turpitude;
 - xv. Sexual harassment or intimidation of employees.
- c. If, at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

Company Property:

- a. You shall be responsible for protecting the property of the Company entrusted to you in the due discharge of your duties and shall indemnify the Company when there is a loss of any kind to the said property.
- b. Before cessation of your Contract, you shall immediately surrender to the company all files, books, magazines, reports, documents, manuals, audio and videotapes, floppies & discs and any other knowledge database entrusted to you in the course of your Contract.
- c. You shall be responsible for the safekeeping and return, in good condition and order, of all the Company property(s), documents, brochures, books, presentations, reports etc. which may be in your use, custody or charge.

Confidentiality:

- a. You shall not, either during or after your Contract with us, divulge or utilize any confidential information belonging to the Company that may have come to your knowledge and you shall, both during and after your Contract, take all reasonable precautions to keep all such information confidential.
- b. You shall not reproduce, store in a retrieval system or transmit in any form or by any means-electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material which is the property of the company for your own benefit or for the benefit of any third party either during the course of your Contract or on your separation.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

Exclusion of Other Occupations:

You shall not, without our prior written permission carry on any business, or enter into any business transaction for any part of your time, in any capacity or are employed by, any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of the Company

Prohibition on Unauthorized Dealing:

You shall not enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of 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.

Disputes:

Any dispute(s) between you and the Company of whatsoever nature will be subject to the appropriate courts in Mumbai Jurisdiction only.

Change in the Personal Details:

You shall intimate the Company about any change of your residential address (permanent and / or current), qualification and other personal details within five days from the date of Change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non-intimation of change in your residential address to the company, any correspondence to your last known address shall be treated as deemed service.

Any other terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your Contract.

Please signify your acceptance of these terms and conditions of your contract by signing the duplicate copy of this letter and returning the same to us for our company's records.

Yours faithfully,



Sumit Ghosh
Head - Human Capital

Accepted

Sanskriti Jha

Signature with date

List of Mandatory Documents to be submitted at the time of joining	
1	Aadhar Card
2	PAN Card
3	Address Proof & ID Proof (Any one from the list) <ul style="list-style-type: none"> ❖ Passport ❖ Driving License ❖ Voter ID Card ❖ Ration Card ❖ Aadhar Card ❖ Rent Agreement (Will also be required if communicating address is on rental basis)
4	Qualification Certificate and Mark sheets : <ul style="list-style-type: none"> ❖ SSC ❖ HSC ❖ Graduation ❖ Post-Graduation (If Applicable)
5	Employment Details : <ul style="list-style-type: none"> a) <u>Previous employment:</u> <ul style="list-style-type: none"> ❖ Resignation Acceptance & Relieving Letter ❖ Pay Slip of last three Months b) <u>Past to Previous employment:</u> <ul style="list-style-type: none"> ❖ Relieving/Experience Letter ❖ Appointment letter or Salary Slip

- ❖ All the above mentioned documents to be submitted on the joining date by the Candidate.
- ❖ Relieving letter of the previous employer to be submitted within 45 days from joining the Organisation.
- ❖ Salary will be put on hold, if the documents are not submitted within the stipulated time.
- ❖ All the documents to be mandatorily self-attested by the employee before submission.

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
 SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
 Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

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Salary Offer		
Name	Sanskriti Jha	
Department	Retail Sales	
Grade	Officer	
Designation	Relationship Officer - Retail Sales	
Location	Bhilwara (32147 BHILWARA SHASTRI NAGAR)	
Remuneration Details		
	MONTHLY (Rs.)	ANNUAL (Rs.)
A. SALARY		
a) Basic	4,500	54,000
b) HRA	2,250	27,000
c) Executive Allowance	5,884	70,608
Total	12,634	151,608
B. OTHER ALLOWANCES		
a) Telephone Allowance	1,000	12,000
Total	1,000	12,000
GROSS SALARY *	13,634	163,608
C. STATUTORY BENEFITS		
a) Provident Fund (Employer's Contribution)	1,366	16,392
b) Gratuity #		
Total	1,366	16,392
TOTAL CTC (A+B+C)	15,000	180,000
Your Net Take Home would be subject to the following deduction from the Gross Salary *		
i) EPF Deduction	ii) ESIC Deduction	
iii) Group Medclaim Insurance Premium (for dependants)		
iv) Income Tax As applicable		
v) Professional tax as offered in State		

Signature with date

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbismart.com
 SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017
 Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

A wholly owned subsidiary of SBI Capital Markets Limited

ATMAX SOLUTIONS

105/113,R.H.B, Kumbha marg
Pratap Nagar,Sanganer
Jaipur



Date: 21/12/2020

Hello Shailesh Kanwar,

Congratulations! With reference to your application in our organization, we are pleased to inform you that you have been selected for internship in our organization as Data Analyst.

You are requested to join us on 01 January 2021.

On the date of joining, you would be required to submit the documents listed below. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

01. Photocopies of Address Proof, Identity Proof, PAN Card.
02. Your latest Passport Sized Photographs-2.
03. Original Documents for verification.

As confirmation of your acceptance, please reply in regards of this email.

Welcome to our Organization! We look forward to a mutually fruitful association.

For AtMax Solutions


(HR Manager)

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Pratap Nagar,Sanganer
Jaipur



2. That for any disputes in regard of any interpretation of the terms and condition of the appointment letter and other rules and regulation of the company, the decision of the management shall be final and for any legal action Jaipur court shall have the only jurisdiction.

If the above terms and conditions are acceptable to you, please return the duplicate of this letter duly signed in token of your acknowledgement and having accepted all the terms and conditions mentioned herein.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,
For AtMax Solutions,

A handwritten signature in black ink, appearing to be 'May', written over a large, faint watermark of the ATMAX logo.

HR Manager

(Signature)

Accepted:

Shuilesh

Mr/Ms...

Shuilesh Kanwar

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Pratap Nagar,Sanganer
Jaipur



APPOINTMENT LETTER

Shailesh Kanwar
D/O Kuldeep Singh
55 RK Puram, Sheopur, Pratap Nagar
Sanganer, Jaipur (RAJ.) - 302033

Dear Shailesh Kanwar,

Subject: Appointment Letter for Internship

Further to our letter of offer dated 21/12/2020, we are pleased to appoint you on the post of **Data Analyst Intern** with conditions discussed and agreed upon as under :-

1. This appointment is effective from Month 01/01/2021 the date of your joining our Organization.
2. **EMPLOYMENT**
 - a. The Company shall employ the Employee and the Employee shall serve the Company in the capacity of "Employee's Profile" or in such capacity or offices commensurate with his skills, abilities and remuneration level as from time to time may be assigned to the Employee by the Company.
 - b. Employee will be initially posted in the Jaipur office. Employee acknowledges that Employee may be transferred or engaged by the Company on a temporary basis on projects or assignments in any location.
 - c. The Employee shall assume and exercise the powers and duties as set down by senior management of the Company.

3. HOURS OF DUTY

- a. Unless absent on authorised leave or as otherwise agreed to by the Company from time to time, the Employee shall devote the whole of the Employee's time and attention during Normal Working Hours to the business of the Company.
- b. Employee acknowledges that Employee's duties may require Employee to travel on behalf of the Company and to work hours in addition to Normal Working Hours as required by the nature of the business of the Company. Business travel and assignments outside of India will be notified to Employee in advance and Employee will not refuse such travel and assignments without imperative reasons, to be determined in the sole discretion of the Company.

4. **ANNUAL LEAVE:** The Employee shall be entitled to 12 - Casual annual leave days each year, subject to applicable Company policies.
5. **Probation and Confirmation:** You will be on probation period for 3 months initially from the date of your appointment. You will be considered for confirmation in the Company's service if the Company is satisfied with reference to your overall work/performance and conduct during the period of probation. However the company shall have a right to extend your probation period for further period till confirmation/termination.
6. During probation, the notice period for termination / resignation will be 24 hours from Employer's side. After confirmation, One month's notice from employer side and one month's notice or pay in lieu thereof from employee side is required termination/resignation.
7. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.
8. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
9. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of

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Pratap Nagar, Sanganer
Jaipur



- management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
10. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
13. (i) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has an interest. In such case, you will abide by responsibilities expressly vested or applied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
- (ii) The aforesaid Clause (i) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.
14. In the event you are absent from duty without written information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
15. Your services are liable to be terminated at any time:
- i) during probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
- ii) as and when the Company comes to know about the conviction by any of the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, If you provide any false information at the time of your appointment or concealed any material information/given any false details in the application form / otherwise as regard age/education qualification/ experience/salary etc.
- iii)
- a) If the Employee commits any serious or persistent breach of any of the provisions of this Agreement, terms and condition, by laws, and service rules and regulations.
- b) If the Employee is guilty of any wilful misconduct or wilful neglect in the discharge of his duties.
- c) If the Employee engages in any conduct resulting in prejudice to the business of

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- the Company or which brings the business of the Company into disrepute.
- d) If the Employee becomes bankrupt or makes any arrangement or composition with his creditors.
 - e) If the Employee becomes of unsound mind to such an extent that the Employee is unable to carry out the inherent requirements of his employment hereunder or, (as the case may be) the services or facilities required to be provided to the Employee in order to enable him to carry out such requirements would impose an unjustifiable hardship on the Company.
 - f) Upon Employee's death.

- 16. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
- 17. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know - how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.

- 18. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned , it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services , as it may deem fit.

You will not give out to any one, by word of mouth or otherwise, particulars of our

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Jaipur



business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

19. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.
20. Be it clearly understood that no benefit of past service or any other similar benefit of any previous employment, in whatever form & manner it may be, shall be available to you in this employment being offered pursuant to this letter.
 1. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of you're leaving the services of the Company.
 2. No traveling allowance will be paid to you on account of your journey undertaken for joining the services of the company for this appointment.
21. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.
 1. **AUTHORITY:** The Employee shall not have the authority to, and shall not bind the Company to any agreement or otherwise hold himself out as being authorised to deal as an agent of the Company, except as authorised by the Company. The Employee shall indemnify the Company in respect of all unauthorised representations, promises or agreements made by the Employee.

Dear **SHEFALI GUPTA**,

We are pleased to offer you the position of **BUSINESS DEVELOPMENT EXECUTIVE** on terms and conditions, which have been mutually discussed and agreed upon.

You are requested to bring along the following documents at the time of joining your duties:

1. Copies of Certificates supporting your educational qualifications along with mark sheets-
 - i. Xth Certificate & Mark Sheet
 - ii. XIIth Certificate & Mark Sheet
 - iii. Degree Certificate & Semester / year-wise Mark Sheets
 - iv. Master's Certificate & Semester / year-wise Mark Sheets
 - v. Diploma / PG Diploma Certificate & Transcripts
 - vi. Any other Certificates with supporting documents - if any
2. Your Salary Slips / Salary Certificate / Bank statement of last three months in which salary must have been credited.
3. Your Relieving Letter from your Present / Last Organization
4. Service Certificate / Proof of Employment from the present and all Previous Employers.
5. Copy of Appointment Letter of Previous Employer.
6. 12 Nos. Passport-Sized Color Photographs.
7. Copy of PAN Card and Aadhaar Card.
8. Details of the person of contact in case of emergency.
9. Reference from previous Organisation.
10. Copy of Passbook and Bank statement.
11. Mobile Bill or Documents supporting for Mobile No. verification.
12. NASSCOM Registration (Map with SAG Infotech Pvt Ltd)
13. 500/- Stamp Paper for Employment Agreement.
14. 100/- Stamp Paper for Acceptance of Employment.

You are required to join us on **Feb 02, 2021** else this offer letter will be treated as cancelled.

Commitment – Any verbal commitment will not be acceptable by the company unless it is in a written format in the Letter of Appointment.

You are requested to send us the acceptance of the offer by a revert on this email with the commitment (If any).

We are happy to welcome you to the SAG InfoTech Pvt. Ltd.

With best wishes.

Thanks and Regards ... 

Rahul Jain

(HR MANAGER)

SAG Infotech Pvt. Ltd.

B-9, Second Floor, Mahalaxmi Nagar, Behind WTP South Block

Malviya Nagar, Jaipur-302017 (Raj.)

☎ : 0141- 4072000 (60 Lines)

e : hr@saginfecth.com

Dear **SHUBHAM SINGH JADON**,

We are pleased to offer you the position of **BUSINESS DEVELOPMENT EXECUTIVE** on terms and conditions, which have been mutually discussed and agreed upon.

You are requested to bring along the following documents at the time of joining your duties:

1. Copies of Certificates supporting your educational qualifications along with marksheets-
 - i. Xth Certificate & MarkSheet
 - ii. XIIth Certificate & MarkSheet
 - iii. Degree Certificate & Semester / year-wise MarkSheets
 - iv. Master's Certificate & Semester / year-wise MarkSheets
 - v. Diploma / PG Diploma Certificate & Transcripts
 - vi. Any other Certificates with supporting documents - if any
2. Your Salary Slips / Salary Certificate / Bank statement of last three months in which salary must have been credited.
3. Your Relieving Letter from your Present / Last Organization
4. Service Certificate / Proof of Employment from the present and all Previous Employers.
5. Copy of Appointment Letter of Previous Employer.
6. 12 Nos. Passport-Sized Color Photographs.
7. Copy of PAN Card and Aadhaar Card.
8. Details of the person of contact in case of emergency.
9. Reference from previous Organisation.
10. Copy of Passbook and Bank statement.
11. Mobile Bill or Documents supporting for Mobile No. verification.
12. NASSCOM Registration (Map with SAG Infotech Pvt Ltd)
13. 500/- Stamp Paper for Employment Agreement.
14. 100/- Stamp Paper for Acceptance of Employment.


You are required to join us on **Feb 03, 2021** else this offer letter will be treated as cancelled.

Commitment – Any verbal commitment will not be acceptable by the company unless it is in a written format in the Letter of Appointment.

You are requested to send us the acceptance of the offer by a revert on this email with the commitment (If any).

We are happy to welcome you to the SAG InfoTech Pvt. Ltd.

With best wishes.

Thanks and Regards... 

Rahul Jain

(HR MANAGER)

SAG Infotech Pvt. Ltd.

B-9, Second Floor, Mahalaxmi Nagar, Behind WTP South Block

Malviya Nagar, Jaipur-302017 (Raj.)

☎ : 0141- 4072000 (60 Lines)

e : hr@saginfectech.com



APPOINTMENT LETTER

Ref No: HR/LOA/2021/EC-402

Date: 15.03.2021

To,

Vipin Anjana

806, Pearl Spring Apartment Ramnagariya, Jagatpura, Jaipur

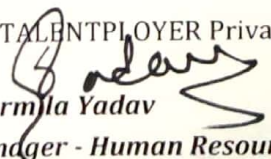
Dear Vipin,

With reference to our discussions held on **01.03.2021**, We are pleased to extend to you a Letter of appointment as **Management Trainee with Human Resource** department in our organization at **Jaipur** based on the following terms and conditions:

1. Your compensation will be **Rs. 12000 Fixed for Three months + Rs. 1000 Laptop Allowance**
2. Your Date of Joining with **TALENTPLOYER Private Limited** is **15.03.2021**
3. Your employment with us shall be governed by the specific terms and conditions **referred in Annexure-B** attached herewith. Any amendments made thereof or any other terms and conditions as may be communicated to you during your employment with us will be binding.
4. You shall be required to execute and be bound by Agreement for Non-Disclosure of Confidential Information attached herewith as **Annexure-C**. The Business Code of Conduct of the organization which is subject to change as and when placed on the intranet of the Company shall be binding. The same will be made available to you on the date of joining.
5. This Appointment is contingent upon your ability to provide us the copies of the documents as per the Letter of Intent.
6. Without prejudice, please note that **TALENTPLOYER Private Limited** reserves the right to withdraw this Appointment Letter issued to you before receipt of your acceptance of the same, without providing any reasons to you.
7. Please sign the duplicate copy of this Appointment Letter on all sheets at the bottom on the right corner as a token of acceptance, and return to undersigned.

We welcome you to **TALENTPLOYER Private Limited** and look forward to a long and mutually beneficial association.

For TALENTPLOYER Private Limited


Sharmila Yadav
Manager - Human Resources



www.talentployer.com

TALENTPLOYER PRIVATE LIMITED

Corporate Office - 19/20 2nd Floor, Bidla Sons Tower, DCM, Ajmer Road, Jaipur - 302019