



# Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India  
Recognized by UGC under Section 2(f) of the UGC Act, 1956  
Affiliated to Rajasthan Technical University, Kota

## Details of Placements of Department of Management Studies

🏠: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA

☎: +91-141-5160400, 2752165, 2759609 | 📠: 0141-2759555

✉: info@skit.ac.in | 🌐: www.skit.ac.in

# **Academic Session**

**2020-21**



## REVISION LETTER

Private and Confidential

To,  
**Anand Singh Chauhan**  
**Employee Code: BS025**  
**Designation: Executive - Marketing**

Date: **21<sup>st</sup> Sept 2021**

Dear Anand,

We take this opportunity to congratulate you, and express our appreciation for your valuable contribution in achieving company's objectives. We are confident that you will continue the good work in the same spirit of commitment and sincerity and grow with our organization. Management is pleased to effect the following changes in your terms of employment with effect from **1<sup>st</sup> September 2021**.

We take great pleasure in sharing with you your revised package for the current year, which will be **INR 308000** (Rupees Three Lacs Eight Thousand Only) inclusive of INR 30800 of Variable Pay per Annum w.e.f **1<sup>st</sup> September, 2021**.

### Terms and Conditions:

**Increment Amount:** The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.

**Confidentiality:** Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.

Your compensation package is unique to you and not for comparison with other employees of the company.

**All the other terms and conditions remain unchanged as per your appointment letter.**

We look forward to your valuable contributions and wish you all the very best for a rewarding year ahead.

Yours sincerely,  
For **Merabo Labs Private Limited**

Acceptance

(Authorized Signatory)  
Chauhan

Anand Singh



**Annexure I**  
**Salary Break-up Details**

|  |                              |                     |
|--|------------------------------|---------------------|
| <b>NAME</b>                                      | <b>Anand Singh Chauhan</b>   |                     |
| <b>DESIGNATION</b>                               | <b>Executive - Marketing</b> |                     |
| <b>Annual Total CTC (INR)</b>                    | <b>INR 308000</b>            |                     |
| <b>Annual Fixed (INR)</b>                        | <b>INR 277200</b>            |                     |
| <b>Annual Variable (INR)</b>                     | <b>INR 30800</b>             |                     |
| <b>Component of Salary</b>                       | <b>Monthly (INR)</b>         | <b>Annual (INR)</b> |
| Basic  | 11550                        | 138600              |
| HRA  | 5775                         | 69300               |
| LTA  | 0                            | 0                   |
| Special Allowance                                | 3373                         | 40472               |
| Bonus  | 583                          | 7000                |
| <b>Gross Salary (Fixed Components)</b>           | <b>21281</b>                 | <b>255372</b>       |
| Provident Fund (Employer contribution)           | 1800                         | 21600               |
| ESIC (Employer contribution)                     | 0                            | 0                   |
| Medical Insurance (Additional benefits)          | 522                          | 6264                |
| <b>Total CTC (including all benefits)</b>        | <b>23603</b>                 | <b>283236</b>       |
| Provident Fund (Employee contribution)           | 1800                         | 21600               |
| ESIC (Employee contribution)                     | 0                            | 0                   |
| <b>Total Deductions ( Employee Contribution)</b> | <b>1800</b>                  | <b>21600</b>        |
| <b>EXPECTED IN HAND SALARY</b>                   | <b>19481</b>                 | <b>233772</b>       |

# POLYSQUARE LLP

No. 27, 1st Floor, 4th G Cross, Magadi Main Road Kamakshipalya Bangalore - 560079  
LLPIN: AAH-6622

Email: Polysquarellp@gmail.com

Date – 04/03/2021

Name – Anmol Koul  
S/O - Bushana Lal Koul

Address – House No. 548 lane no. 5A, Muthi, Jammu

## Offer of Employment

Dear Anmol Koul,

I am pleased to offer you the position of **Marketing Executive at “Ludhiana”** starting on **01.04.2021**. This position is offered subject to satisfactory reference and pre-employment checks and completion of the 6 months probationary period during which time your performance will be reviewed.

**Your CTC will be INR 368000/- (Three Lac Sixty Eight Thousand)** per annum payable monthly as per below bifurcation:

| Component                    | Amount        | Deduction                  |               |
|------------------------------|---------------|----------------------------|---------------|
| Basic                        | 126000        | PF                         | 0             |
| HRA                          | 63000         | ESI                        | 0             |
| Conveyance                   | 18000         | TDS                        | 0             |
| Special ALL                  | 45600         | Other                      | 0             |
| <b>Gross Salary (A)</b>      | <b>252600</b> | <b>Total Deduction (B)</b> | <b>0</b>      |
| <b>Employer Contribution</b> |               | <b>In Hand (A-B)</b>       | <b>252600</b> |
| PF                           | 0             |                            |               |
| ESI                          | 0             |                            |               |
| <b>Gross Salary (A)</b>      | <b>252600</b> |                            |               |
| <b>Annual Incentives</b>     |               |                            |               |
| Continuation Incentives      | <b>31000</b>  |                            |               |
| Bonus                        | 10496         |                            |               |
| Gratuity                     | 6061          |                            |               |
| Leave - EL                   | 11871         |                            |               |
| Leave - CL                   | 11871         |                            |               |
| Medical                      | 10104         |                            |               |
| Business Deliverables        | 33998         |                            |               |
| <b>Annually (B)</b>          | <b>115400</b> |                            |               |
| <b>Annual CTC (A+B)</b>      | <b>368000</b> |                            |               |

Deduction will be Provident Fund + ESI + TDS and Professional tax if Applicable + Group Insurance premium.

# POLYSQUARE LLP

No. 27, 1st Floor, 4th G Cross, Magadi Main Road Kamakshipalya Bangalore - 560079  
LLPIN: AAH-6622 Email: Polysquarellp@gmail.com

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Please note that you are entitled to discuss/understand this offer. If disagree with, or do not understand or wish to clarify anything in this offer, you can also contact us on 91 11 45649531 or can write email to us.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **08/03/2021**. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Please bring the self-attested copy of PAN Card, Aadhaar Card, Permanent address proof, Education Certificate, 4 passport size photographs. Three months' Salary Slip of (Last previous company)

Yours sincerely

For Polysquare LLP

I **Anmol Koul** confirm that I have read the offer letter, that I fully understand it and their implications and that I now accept the offer of employment.

.....  
(Signature with Name)

Date: 04.03.2021



Saraf Fincom Pvt. Ltd.

Khasra No-734, Gurudwara Road,  
Siraspur, Delhi - 110042

Regd. Office - Saraswati Nilaya No. 747/42 5<sup>th</sup> Main Road 4<sup>th</sup> Cross Vijaynagar Bangalore -560040

Date - 19/02/2021

Name - Mr. Gaurav Bhagat

S/O - Mr. Ashok Kumar

Address - Near Radha Swami

Satsang Ghar, R S Pura,

Jammu.

### Offer of Employment

Dear Gaurav Bhagat

I am pleased to offer you the position of **Marketing Executive at "Delhi"** starting on **20/03/2021**. This position is offered subject to satisfactory reference and pre-employment checks and completion of the 6 months probationary period during which time your performance will be reviewed.

Your CTC will be **INR 368000/- (Three Lac Sixty Eight Thousand)** per annum payable monthly as per below bifurcation:

| Component                    | Amount        | Deduction                  |               |
|------------------------------|---------------|----------------------------|---------------|
| Basic                        | 126000        | PF                         | 0             |
| HRA                          | 63000         | ESI                        | 0             |
| Conveyance                   | 18000         | TDS                        | 0             |
| Special ALL                  | 45600         | Other                      | 0             |
| <b>Gross Salary (A)</b>      | <b>252600</b> | <b>Total Deduction (B)</b> | <b>0</b>      |
| <b>Employer Contribution</b> |               | <b>In Hand (A-B)</b>       | <b>252600</b> |
| PF                           | 0             |                            |               |
| ESI                          | 0             |                            |               |
| <b>Gross Salary (A)</b>      | <b>252600</b> |                            |               |
| <b>Annual Incentives</b>     |               |                            |               |
| Continuation Incentives      | 31000         |                            |               |
| Bonus                        | 10496         |                            |               |
| Gratuity                     | 6061          |                            |               |
| Leave - EL                   | 11871         |                            |               |
| Leave - CL                   | 11871         |                            |               |
| Medical                      | 10104         |                            |               |
| Business Deliverables        | 33998         |                            |               |
| <b>Annually (B)</b>          | <b>115400</b> |                            |               |
| <b>Annual CTC (A+B)</b>      | <b>368000</b> |                            |               |



91 11 27834298 CIN - U72900KA2000PTC027281



Saraffincom.dl@gmail.com



Saraf Fincom Pvt. Ltd.

Khasra No-734, Gurudwara Road,  
Siraspur, Delhi - 110042

Regd. Office - Saraswati Nilaya No. 747/42 5<sup>th</sup> Main Road 4<sup>th</sup> Cross Vijaynagar Bangalore -560040

Deduction will be Provident Fund + ESI + TDS and Professional tax if Applicable + Group Insurance premium.

Please note that you are entitled to discuss/understand this offer. If disagree with, or do not understand or wish to clarify anything in this offer, you can also contact us on 91 11 45649531 or can write email to us.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **23/02/2021**. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Please bring the self-attested copy of PAN Card, Aadhaar Card, Permanent address proof, Education Certificate, 4 passport size photographs. Three months' Salary Slip of (Last previous company)

Yours sincerely

For Saraf Fincom Pvt. Ltd.

I **Gaurav Bhagat**, confirm that I have read the offer letter, that I fully understand it and their implications and that I now accept the offer of employment.

.....  
(Signature with Name)

Gaurav Bhagat

Date: 19/02/2021





Date – 17/02/2021

Name – Ms.Komal Soni  
D/O - Mr. Vijay Soni  
Address - Bajrang colony, Ram Nagar,  
Sodala, Jaipur

### Offer of Employment

Dear Komal Soni,

I am pleased to offer you the position of **Marketing Executive at “Delhi”** starting on **01.04.2021**. This position is offered subject to satisfactory reference and pre-employment checks and completion of the 6 months probationary period during which time your performance will be reviewed.

**Your CTC will be INR 368000/- (Three Lac Sixty Eight Thousand)** per annum payable monthly as per below bifurcation:

| Component                    | Amount        | Deduction                  |               |
|------------------------------|---------------|----------------------------|---------------|
| Basic                        | 126000        | PF                         | 0             |
| HRA                          | 63000         | ESI                        | 0             |
| Conveyance                   | 18000         | TDS                        | 0             |
| Special ALL                  | 45600         | Other                      | 0             |
| <b>Gross Salary (A)</b>      | <b>252600</b> | <b>Total Deduction (B)</b> | <b>0</b>      |
| <b>Employer Contribution</b> |               | <b>In Hand (A-B)</b>       | <b>252600</b> |
| PF                           | 0             |                            |               |
| ESI                          | 0             |                            |               |
| <b>Gross Salary (A)</b>      | <b>252600</b> |                            |               |
| <b>Annual Incentives</b>     |               |                            |               |
| Continuation Incentives      | <b>31000</b>  |                            |               |
| Bonus                        | 10496         |                            |               |
| Gratuity                     | 6061          |                            |               |
| Leave - EL                   | 11871         |                            |               |
| Leave - CL                   | 11871         |                            |               |
| Medical                      | 10104         |                            |               |
| Business Deliverables        | 33998         |                            |               |
| <b>Annually (B)</b>          | <b>115400</b> |                            |               |
| <b>Annual CTC (A+B)</b>      | <b>368000</b> |                            |               |





**Regd. Office – Saraswati Nilaya No. 747/42 5<sup>th</sup> Main Road 4<sup>th</sup> Cross Vijaynagar Bangalore -560040**

Deduction will be Provident Fund + ESI + TDS and Professional tax if Applicable + Group Insurance premium.

Please note that you are entitled to discuss/understand this offer. If disagree with, or do not understand or wish to clarify anything in this offer, you can also contact us on 91 11 45649531 or can write email to us.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **03/03/2021**. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Please bring the self-attested copy of PAN Card, Aadhaar Card, Permanent address proof, Education Certificate, 4 passport size photographs. Three months' Salary Slip of (Last previous company)

Yours sincerely

For Saraf Fincom Pvt. Ltd.

I **Komal Soni**, confirm that I have read the offer letter, that I fully understand it and their implications and that I now accept the offer of employment.

.....  
(Signature with Name)

Date:27.02.2021



Date: 3<sup>rd</sup> June 2021

Private & Confidential

**Ms. Kratika Gupta**

**Address: 331, Gopal ji ka rasta, Johari Bazar, Jaipur**

**Letter of Offer**

Dear Ms. Kratika,

Congratulations!!

We are pleased to offer you an employment with Netrika Consulting India Pvt. Ltd. based on your interview and subsequent discussion you had with us. Details of the terms & conditions of the offer are as under:

1. You will be designated as **“Research Associate – PES”** and will be based at our Gurgaon office (Plot # 2, Industrial Estate, Udyog Vihar, Phase IV Gurgaon- 122015 Haryana).
2. Your date of commencement of Employment will be on **7<sup>th</sup> June 2021**.
3. Your Annual Cost to the Company (CTC) will be of **INR 2,69,688 PA**. Details are mentioned in Annexure A.
4. Your appointment will be subject to the Terms & Conditions, mentioned in your appointment letter, which would be issued on your Joining.
5. Your offer has been made on the information furnished by you, however if there is any discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.
6. The offer is subject to background check.
7. You will be on probation for a period of six months from the date of Joining.
8. Please bring along the below listed documents/details on your day of joining:
  - a. Date of birth proof certificate (Copy of passport/birth certificate/SSC) (Two copies).
  - b. Original Academic certificates (all from 10<sup>th</sup> Standard to Highest and original professional certificate copies if any).
  - c. Original resignation Letter of acknowledgment.
  - d. Relieving letter from previous employment (original).
  - e. Proof of compensation last draw (3 Months- original).
  - f. Four passport size photographs (Recent).
  - g. Pan card copy.

Kindly sign a copy of this letter as a token of your acceptance of this offer.  
Looking forward to a long and mutually beneficial career with us.

**Kind Regards**



**Sanjay Kaushik**

**Managing Director**

**For NETRIKA CONSULTING INDIA PVT. LTD.**

I accept this offer as outlined above

Employee Name: **Kratika Gupta**

Accepted (Signature):

Date:-

ANNEXURE-A

**Name: - Ms. Kratika Gupta**  
**Designation: - Research Associate – PES**

| Sl. No    | Components  | Monthly Components | Yearly Components |
|-----------|---|--------------------|-------------------|
| 1         | Basic Salary                                      | 9988               | 119856            |
| 2         | House Rent Allowance (HRA)                        | 3995               | 47940             |
| 3         | Statutory Bonus                                   | 1400               | 16800             |
| 4         | Other Allowance                                   | 4592               | 55104             |
| <b>A.</b> | <b>Gross Salary</b>                               | <b>19,975</b>      | <b>239,700</b>    |
|           | <b>Deduction from Gross monthly Salary</b>        |                    |                   |
| 5         | Provident Fund (Employee)                         | 1800               | 21600             |
| 6         | ESI employee Contribution                         | 150                | 1800              |
| 7         | Labour Welfare Fund                               | 25                 | 300               |
| <b>B.</b> | <b>Net Payable</b>                                | <b>18,000</b>      | <b>216,000</b>    |
|           | <b>Add Employers Contribution in Gross Salary</b> |                    |                   |
| 8         | Provident Fund (Employer)                         | 1800               | 21600             |
| 9         | ESI employee Contribution                         | 649                | 7788              |
| 10        | Labour Welfare Fund                               | 50                 | 600               |
| <b>C.</b> | <b>CTC</b>  | <b>22,474</b>      | <b>269,688</b>    |

\*Individual tax liability is variable from employee to employee and has not been included in the computation above. It may be worked with the help of a tax consultant or with support of the finance department.

**12 Apr 2021**

Dear Megha Sharma,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in **Level 1** of our Company.

| Components                   | Rs.Per annum    |
|------------------------------|-----------------|
| Basic                        | 64,500          |
| Supplementary Allowance      | 1,15,500        |
| Flexible Compensation Plan   | 3,299           |
| Employers Contribution to PF | 21,600          |
| Gratuity                     | 3,101           |
| Minimum Statutory bonus      | 7,000           |
| <b>Total Fixed Pay</b>       | <b>2,15,000</b> |

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Vineet Tyagi**  
**Vice President**  
**Human Resources**  
**ICICI Prudential Life Insurance Co. Ltd.**

# LR tech Solutions

S-36 Alankar Plaza  
Vidhyadhar Nagar  
Jaipur, Rajasthan

LRtechsolution2025@gmail.com

8824028035

## Dear Milan Sharma

LR tech solutions are excited to bring you on board as Finance Content researcher.

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, benefits, and the terms and conditions of your anticipated employment with LR Tech Solutions.

LR Tech Solutions is offering a full-time employee position for you as Marketing researcher, reporting to Rahul starting on **11-5-2021** from home. Expected hours of work are **6-days of week and 8 hours a day**.

In this position, LR Tech Solutions is offering to start you at a pay rate of **12000 monthly salary** with a target of **62000 words per month**. You will be paid on a monthly basis.

As part of your compensation, we're also offering an Incentive programs from extra works on Sundays where you can earn some more earning opportunities. One medical leave in a month and two work from home are allowed with a prior notice

## Terms and Conditions

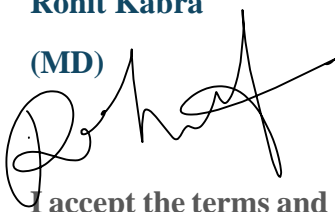
1. As an employee of LR Tech Solutions you will be responsible for maintaining the company's private data and will not share the data of the company with the third party without a permission. Doing any breach with a company data will lead to a strict Legal action.
2. For any **monthly leave** a prior notice will be given to a management team through email for permission.
3. You will be put on a **6 days probation period** from the date of resignation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 15-May-2021.

Sincerely

**Rohit Kabra**

(MD)



I accept the terms and condition attached with this offer letter \_\_\_\_\_ (Employee Signature).

June 01, 2018

MR. PARVESH  
C/O SHRI GURURAMRAI UNIVERSITY  
DEHRADUN.

**DEAR MR. PARVESH,**

This refers to your application for an Internship with our Organization.

We confirm having agreed to your placement as an intern in **The Times of India** at Chandigarh Branch. This Internship would enable you to experience the entire gamut of activities involved in the department thereby helping you to get a broader perspective of working of a trend setting organization.

The terms and conditions of your internship are as follows:

1. The internship will be from **3<sup>rd</sup> June'18 to 30th July'18** during which you will be based out of our office at **SCO 72-75, Sector – 8/C, Madhya Marg, Chandigarh – 160018.**

You are advised to meet **Mr. Vishal Sharma – Assistant General Manager, Result & Marketing Department - Chandigarh** on the date of your reporting to discuss your project in detail.

This placement is purely on internship basis during which you shall not be considered as an employee of the Company. On completion of your training the Management will be under no obligation to take you in its employment nor does it assure you any such employment in future.

The Company has the option to terminate this arrangement, in case of your unsatisfactory performance on the project assigned.

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

With best wishes,

For Bennett, Coleman & Co. Ltd.



**Abhay Dhaygude**  
**Associate General Manager**  
**Corporate Human Resources**



# LR tech Solutions

S-36 Alankar  
Plaza Vidhyadhar  
Nagar Jaipur,  
Rajasthan

LRtechsolution2025@gmail.com

8824028035

**Dear Priyesh**

LR tech solutions are excited to bring you on board as Finance Content researcher.

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, benefits, and the terms and conditions of your anticipated employment with LR Tech Solutions.

LR Tech Solutions is offering a full-time employee position for you as Marketing researcher, reporting to Rahul starting on **11-5-2021** from home. Expected hours of work are **6-days of week and 8 hours a day**.

In this position, LR Tech Solutions is offering to start you at a pay rate of **12000 monthly salary** with a target of **62000 words per month**. You will be paid on a monthly basis.

As part of your compensation, we're also offering an Incentive programs from extra works on Sundays where you can earn some more earning opportunities. One medical leave in a month and two work from home are allowed with a prior notice

## **Terms and Conditions**

1. As an employee of LR Tech Solutions you will be responsible for maintaining the company's private data and will not share the data of the company with the third party without a permission. Doing any breach with a company data will lead to a strict Legal action.
2. For any **monthly leave** a prior notice will be given to a management team through email for permission.
3. You will be put on a **6 days probation period** from the date of resignation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 15-May-2021.

Sincerely

**Rohit Kabra**

(MD)



I accept the terms and condition attached with this offer letter \_\_\_\_\_ (Employee Signature).

# jaro education®

19<sup>th</sup> March, 2021

To,  
Ms. Sapna Yadav

Dear Sapna,


This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Management Trainee" effective 19<sup>th</sup> March 2021. You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive".

**Find below compensation details:**

During the first three month (including training) you would be paid remuneration of **Rs.30,000/-pm**. If target of first three month is achieved (100%) then your salary will be revised to **Rs.50,000/-pm** (As per below table) effective from fourth month.

| Particulars  | (Amount in Rupees.)              |                                      |
|--|----------------------------------|--------------------------------------|
|  | For 1 <sup>st</sup> three months | Effective from 4 <sup>th</sup> Month |
| Basic Salary   | : 16,500                         | 20,000                               |
| House Rent Allowance   | : 1,650                          | 10,000                               |
| Transport Reimbursement  | : 1,600                          | 1,600                                |
| Telephone Reimbursement  | : 500                            | 500                                  |
| Statutory Bonus (Paid Monthly)   | : 1,374                          | 1,700                                |
| Special Allowance  | : 8,376                          | 16,200                               |
| <b>Total</b>   | <b>30,000</b>                    | <b>50,000</b>                        |
| Daily Travel Reimbursement   | : 3,000                          | 3,000                                |
| Performance Incentive<br>(Payable based on the achievement of Monthly targets)   | : 15,000                         | 15,000                               |
| Performance cum Continuity Bonus (Annual)<br>(Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year) | : 2,500                          | 2,500                                |
| <b>Total</b>   | <b>50,500</b>                    | <b>70,500</b>                        |

Regards,  
Jaro Education



**Sushant Mallya**  
**General Manager – Human Resource**

I agree to the above and attached terms & conditions Sapna Dated 25<sup>th</sup> Mar 2021

Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

**ANNEXURE  
TERMS AND CONDITIONS**

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

You will be on probation initially up to one year; however your period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation. During the probation or after confirmation the services may be terminated by either party giving thirty days' notice in writing or by giving thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period. Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.
- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc.
- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.
- Though you have been engaged for a specific position, the Company reserves the right to determine type of range of work you may be subsequently called upon to perform, as also the place where you may be posted. Your services can also be transferred to any concern within the group/associate Companies.
- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year.
- You shall at all times inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.
- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.
- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tarnishes the brand image of the Group.

(2)

- You are not allowed to float your CV (be active) on any job portal during your tenure of service with the Company without the knowledge or consent of the reporting manager in writing. In case your CV is found active on any job portal without prior sanction, you would be asked to explain the reasons for the same & strict action would be taken against you including termination of services.
- In case of abscond or shortfall of notice then recovery / legal notice would be applicable for the said employee with service tax or other taxes as applicable.
- You are not entitled to avail paid leaves during the notice period or encash un-availed paid leaves at the end of your service with the company.
- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter.
- You shall not indulge into any malpractices such as false commitments, sharing of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. You are expected to maintain a professional behavior at all times. In case any false commitments/ false information is found, Company would take strict legal action against the employee without prior Notice with penalty of Rs. 10,000/-
- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.
- Please submit copy of your photo, address and signature identification proof viz., Pan Card, Passport, Aadhar Card, along with the name & address of your guardian whom should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.
- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms.

Thanking you,  
Yours sincerely,  
**Jaro Education**



**Sushant Mallya**  
**General Manager- Human Resources**

I agree to the above terms and conditions Sapna dated 25<sup>th</sup> Mar 2021

## Employee Code of Conduct

### **Policy brief & purpose:**

Our **Employee Code of Conduct** refers to our company's expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication practices. But all employees are still obliged to follow a code of conduct. They should avoid giving offence, participating in serious disputes and disrupting the workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

### **Scope:**

This policy applies to all prospective or current employees of the company regardless of employment agreement or rank.

### **Policy elements:**

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

### **Compliance with Law:**

All employees must protect the company's legality. They should comply with all environmental, safety and fair dealing of local laws. Employees should also respect our company's policy for social corporate responsibility.

All employees are obliged to refrain from unlawful and offensive behavior against our company where its culture, finances, products, partnerships or public image are concerned.

### **Respect in the Workplace:**

All employees are bound by our company's equal opportunity policy. They should behave in a respectful manner towards their colleagues. Any kind of discriminatory behavior, harassment or victimization is prohibited. This applies to all aspects of our workplace from recruitment and evaluation processes to interpersonal relations between employees. We won't tolerate this behavior and we'll take disciplinary actions when appropriate.

### **Protection of Company Property:**

All employees should treat our company's property, whether material or intangible, with respect and care.

Company equipment must not be misused or used frivolously.

Employees should respect all kinds of incorporeal property, including law-binding creations such as trademarks and copyright, as well as other elements for which it retains ownership (information, reports etc.) They should use them only within the rights accompanying the duties of their position.

Employees are responsible to prevent company facilities and other material property (e.g. company cars) from damage and vandalism. Such actions will invoke disciplinary and/or legal action in cases of voluntary violation.

### **Professionalism:**

All employees must show integrity and high quality professionalism in the workplace:

- **Personal Appearance**

All employees must follow our dress code and personal appearance guidelines. If they don't, they'll be met with disapproval and will have to change their conduct.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party. This behavior may invoke legal actions.

- **Job duties and authority**

All employees should fulfill their job duties with integrity and respect towards the customers, stakeholders and community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Mentoring and motivating are actively encouraged. We expect employees to follow supervisor's instructions and execute all of their duties with skill and in a timely manner.

- **Absenteeism and Tardiness**

Employees should follow their established schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when clocking in for Office.

- **Conflict of Interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. Any situation voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to the work of their colleagues.

- **Communication**

All employees must be open for communication with their colleagues, supervisors or team members. Any employee in the workplace can talk to others so that their workplace can be productive and problem-free.

- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off granted to an employee for a specific reason (e.g. sick leave), insurance, facilities, subscriptions or other benefits that our company offers.

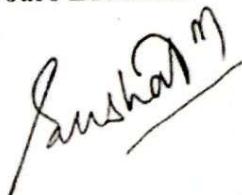
- **Policies**

All employees should be aware of and follow our policies.

**Disciplinary Actions:**

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate disciplinary action. The party responsible will be subject to repercussions that vary depending on their violation. Possible consequences will include reprimand, detraction of benefits for a definite or indefinite time, demotion, suspension or termination for serious offences. We may have to pursue legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Regards,  
Jaro Education



**Sushant Mallya**  
**General Manager-Human Resources**



**STRICTLY PRIVATE & CONFIDENTIAL**

19 May, 2021

**Swati Sharma**  
6 K 435-36,  
Shivaji Park,  
Police Chouki Vali Gali Alwar,  
Alwar - Rajasthan,  
301001

Dear Miss. Swati Sharma,

We would like to thank you for meeting us to discuss a career opportunity with YES BANK LTD (YBL).

Based on our discussions, we are pleased to appoint you as **Senior Officer and Personal Banker : Retail Banking** in YES BANK at **Alwar**. You will be expected to carry out duties appropriate to this appointment.

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Compensation**

Your Gross Annual Total Cost-to-Company will be ₹ 300000.00 (**Rupees Three Lakh Only**), (paid on the last day of each month). The Break-up of your compensation is attached as Annexure I & II.

Your salary will be revised annually in accordance with the Bank's policy.

The Bank operates on a performance based Bonus/ Incentive pay plan for employees, the payment and level of which is as per the Bank's policy. Any such payment is contingent upon your performance on the job and in accordance with the scheme established by the Bank.

Your salary is confidential and should be discussed only with your Functional Head and Human Capital Management Department.

Regd.& Corporate Office: YES BANK Limited, 15th Floor, One International Center, Tower II, Senapati Bapat Marg, Elphinstone (W), Mumbai 400 013.

Tel: +91 (22) 3366 9000 Fax: +91(22) 2421 4500

Website: [www.yesbank.in](http://www.yesbank.in) Email: [communications@yesbank.in](mailto:communications@yesbank.in) CIN - L65190MH2003PLC143249



## **Hours of Work**

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your Functional Head / Leader.

## **Probation Period**

You will be on probation for an initial period of six months from the date of your joining. The probation period can be extended at the discretion of the Bank. Your probation period will be deemed to be extended at the end of the probation period, unless you are informed in writing stating that (i) your probation period has ended; and (ii) you have been confirmed in the services of the Bank. Your confirmation will be subject to satisfactory performance, as per the policy of the Bank. That Bank may at its sole discretion issue such confirmation from retrospective effect.

## **Leave**

You will be governed by YBL's Leave Policy announced from time to time. Please note that your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay sanctioned leave for a period exceeding seven days, except in cases of medical exigencies (which will need to be supported by a medical certificate).

## **Notice Period /Separation /Termination**

It is understood and agreed that this engagement may be terminated (during probation or upon confirmation), by either party by giving to the other at anytime, notice in writing of 30 days. The termination shall take effect at the end of such notice period.

Termination (during probation or upon confirmation) with immediate effect, may be made by either party by paying to the other an amount equivalent to 30 days of Salary in Lieu of notice. In the event the termination with notice is at the instance of the Employee, the Bank at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.





### **After Confirmation**

It is understood and agreed that this engagement may be terminated by either party by giving to the other at anytime, notice in writing of 90 days. The termination shall take effect at the end of such notice period. Termination with immediate effect, may be made by either party by paying to the other an amount equivalent to 90 days of Salary in Lieu of notice. In the event the termination with notice is at the instance of the Employee, the Bank at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.

### **Termination Without Notice**

At the sole discretion of the Bank your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which may or may not be directly connected with the business of the Bank.

### **Leave during notice period**

You will not be entitled to avail privilege leave while serving the notice period.

Note - For the purpose of calculating Salary in lieu of notice period, "Salary" means Total cost to Company (TCC) less retiral components (PF and Gratuity).

On leaving the services of the Bank, for whatsoever reason, you will immediately handover all the documents, data or any article / property of the Bank entrusted to you to enable the Bank to settle your dues.

### **Mobility**

In view of the nature of our business, it may become necessary to require you to work in different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or locations of YES Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

### **Retirement**

The age of retirement in the Bank is 60 years. Your date of birth, as confirmed by you has been recorded as **13-06-1997** in the Bank's records.



## **Other Terms and Conditions**

During your employment, you will be subject to the service rules, regulations and policy of the Bank applicable from time to time.

The 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 Bank subsequently during the course of your employment.

Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of the Bank as presently applicable and as may be amended from time to time.

You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.

Post your acceptance of this offer and employment with YES BANK Ltd., you authorize the Bank to deposit the amounts due to you from the Bank into your Payroll Bank account with YES BANK Ltd. You further authorize the Bank to debit your Payroll Bank account for all amounts due to the Bank in case of the dues not being cleared by you.

You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.

You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.

If at any time you are involved in any legal/administrative/quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.

You shall not at anytime use your association with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.



## **Reservation of Rights**

In the event of your leaving the service of the Bank for any reason, you shall immediately repay all outstanding amounts due from you to the Bank and return all documents and assets belonging to the Bank. Similarly you shall discharge all obligations (as applicable) in terms of vacating Company Leased accommodation, obtaining refund of house deposit (if applicable). In the event of severance of your employment with the Bank without settling amounts due from you to the Bank or fulfilling your obligations, the Bank reserves the right to take appropriate remedial action to protect its interest, including institution of legal proceedings.

The Bank at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances/loans advanced to you by the Bank and which are outstanding against your name.

## **Professional Ethics & Confidentiality**

You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.

You hereby agree that you will not, at any time during or after your employment with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. For the purpose of this paragraph, the term "Bank" shall also include all affiliates of the Bank.

Any disclosure which has not been expressly authorized by the Bank shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Bank" shall also include all affiliates of the Bank.

Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary action against you including termination of service. Disclosure and use of Confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction".



Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

The Insider Trading Policy of YES Bank prohibits its employees from using confidential price sensitive or material non-public information in any transaction, personal or otherwise. The definition of insider dealing, its prohibitions and highlights are detailed in the Insider Trading Policy which is a part of the joining documentation.

While you are in the service of the Bank, you will also adhere to the Bank's Code of Conduct, IT Security Practice & Procedures & other guidelines/policies as prescribed by the Bank and as applicable at present and as may be modified from time to time. You are required to acknowledge that you have read & understood the same and undertake to abide by them at all times.

### **Intellectual Property**

All Works developed by you during the course of your employment with the Bank, shall belong exclusively to the Bank and you hereby assign the ownership of copyrights of such works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such work identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works. The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.



## **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

## **Joining Entitlements**

In case you leave the services of the Bank on your own accord within 1 year of joining the Bank, then joining financial commitments like notice period takeover, relocation expense, bonus paid at the time of the joining etc will be recovered in full. For the purpose of reckoning the period of 1 year, the date of resignation or last date of employment with the bank will be considered, whichever is earlier.

## **Conditions of Employment**

Your appointment and your continuation in employment are subject to:

1. The Bank receiving satisfactory references as per the existing YES BANK Ltd. reference check policy.
2. Subject to receiving a Medical Fitness Declaration from you; this has to be submitted online while completing your joining formalities. During the course of your employment the Bank may require you to undergo medical examination if need so arises.
3. The Bank receiving the attested copies of all your age, educational and professional qualifications.
4. The Bank receiving the original relieving letter from your previous employer.
5. The Bank is proceeding on your candidature based on the documents/ declaration/ information furnished by you in the Pre Hire Reference Check Form and during the discussion/ interview which you have declared as being true and correct. The Bank reserves the right to cancel your candidature or withdraw employment offer made to you at any stage during the selection and offer process and/or terminate your employment in the event any information furnished by you is found to be false/ misleading or incorrect.

You will be subject to the rules and regulations framed by the Bank from time to time.

## Validity

The offer of employment shall be valid till **27 May, 2021 6:30:00 AM IST** and you are required to communicate your acceptance of the same in writing on or before the said date by signing and returning a copy of this offer letter. You should join duties latest by **20 August, 2021**.

In case you do not communicate your acceptance of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Bank, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter. **Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.**

We welcome you as a member of our team and wish you a successful career with YES Bank.

Yours sincerely,

Digitally signed by PRADHAN SANGRAM KESHARI  
Date: 2021.05.19 17:04:42 +05:30  
Reason: YES BANK Ltd. Offer/Appointment Letter Digital Sign

**Sangram Pradhan**  
**HR Head - Support Services**

**Enclosures: Annexure I & II**

**I acknowledge that I have read and understood each and every term and condition set out in this Appointment letter & the enclosed Annexures and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.**

Accepted by:

Name: Swati Sharma

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE - I**

**Break up of Total Cost to Company\_(TCC).**

Employee Name : Swati Sharma  
Candidate ID: 1038027-SER0005T9  
Business Unit : Retail Banking  
Designation : Senior Officer and Personal Banker  
Location : Alwar  
Total Cost to Company : ₹ 300000.00  
Total Cost to Company : Rupees Three Lakh Only

| Details of Salary Structure | Annual (₹ P.A.)  |
|-----------------------------|------------------|
| <b>Basic Salary</b>         |                  |
| 1. Basic                    | 90000.00         |
| 2. HRA                      | 45000.00         |
| 3. Supplementary Allowance  | 73109.00         |
| 4. Conveyance               | 19200.00         |
| 5. Bonus                    | 16800.00         |
| 6. Medical Allowance        | 15000.00         |
| <b>Reimbursements</b>       |                  |
| 7. LTA                      | 7500.00          |
| <b>Retirals</b>             |                  |
| 8. Provident Fund           | 21600.00         |
| 9. Gratuity                 | 4329.00          |
| <b>Benefits</b>             |                  |
| 10. Group Life Insurance    | 1497.00          |
| 11. Group Medclaim          | 5965.00          |
| <b>Total TCC</b>            | <b>300000.00</b> |

NB : Group Life Insurance & Critical Illness scheme is compulsory and covers only the employee.

Group Medclaim coverage is compulsory for the employees. Inclusion of direct dependents (i.e. spouse and children) is optional. The premium amount mentioned above is only for single/ unmarried employee with default coverage of Rs. 5 Lakh as per the current Group Medclaim Policy (Please refer the Group Medclaim Policy 2020-21 for details). Employee can enroll his / her dependent (Spouse / up to 3 Children till the age of 21 years) with additional premium. Additional top up option can be opted at a minimal premium of sum Insured of Rs. 3 Lakhs or 5 Lakhs over the base cover of 5 Lakhs.

The Bonus amount shown above will be considered as Bonus Payable under the Payment of Bonus Act 1965; if applicable.

## **ANNEXURE - II**

### **Compensation**

#### **Basic**

Basic salary is 30% of the TCC. It will be paid monthly through payroll and is subject to tax as per the prevailing Income Tax rules.

#### **House Rent Allowance (HRA)**

HRA is 50% of Basic. It will be paid monthly through payroll. Tax exemption may be claimed on submission of the rent receipt / lease agreement as per the prevailing Income Tax rules.

#### **Conveyance**

Conveyance of ₹ 1,600/- per month will be paid through payroll. The total annual amount of ₹ 19,200/- per annum is exempt from tax as per the prevailing Income Tax rules. Employees who have availed the Company car benefit will not be eligible for this allowance.

#### **Supplementary Allowance**

It will be paid monthly through payroll and will be subject to tax as per the prevailing Income Tax rules. (This allowance amount is arrived at after deducting all other compensation components from the TCC).

#### **Bonus**

The Bonus amount is paid monthly. This amount will be considered as Bonus Payable under the Payment of Bonus Act 1965, if applicable.

#### **Medical Allowance**

Medical Allowance is paid monthly and it is taxable.

### **Reimbursements**

#### **LTA**

You are eligible for one month's basic as LTA. LTA can be claimed upon submission of the original bill and tickets. Only Domestic Travel is considered. An employee needs to avail minimum 3 days leave to avail LTA. This amount is exempt from tax subject to your submitting the bills and also as per the prevailing Income Tax rules. Any unclaimed amount will be paid net of tax at the end of the financial year (i.e. with March salary).





## **Retirals**

### **Provident Fund (PF)**

The company's contribution towards Provident Fund deduction would be 12% of basic salary & other applicable allowances subject to maximum of Rs. 21,600 per annum till your basic salary is less than Rs. 15,000. The company's contribution towards PF would be 12% of the basic salary in case your basic salary is Rs. 15,000 or more. Your contribution of 12% will also be deducted every month through payroll. You can increase your PF contribution to more than 12% but upto maximum of 88% voluntarily which is called as Voluntary Provident Fund (VPF). The amount will be tax exempt as per the prevailing Income Tax Rules.

### **Gratuity**

The company contributes 4.81% of the basic salary as Gratuity. This amount is payable to you upon your resignation / retirement. The same is computed on 15 day's basic salary for each completed year of service.

## **Benefits**

### **Group Life Insurance / Critical Illness**

Your coverage will be 3 times your TCC. This coverage is only for the employee. In the event of your death the coverage amount will be paid to your nominated family member. The premium for the same will be adjusted from your TCC.

### **Group Mediclaim Insurance**

Group Mediclaim coverage is compulsory for the employees. Inclusion of direct dependents (i.e. spouse and children) is optional. The premium amount mentioned above is only for single/ unmarried employee with default coverage of Rs. 5 Lakh as per the current Group Mediclaim Policy (Please refer the Group Mediclaim Policy 2020-21 for details). Employee can enroll his / her dependent (Spouse / up to 3 Children till the age of 21 years) with additional premium. Additional top up option can be opted at a minimal premium of sum Insured of Rs. 3 Lakhs or 5 Lakhs over the base cover of 5 Lakhs.

\*If you wish to enroll your dependents, kindly do the needful within 30 days of joining.

# Session 2019-20

# Moon-Light Refrigeration

Service & Maintenance Contractor

- Cold Room
- Window A. C. Package Plants
- Central Plants Etc.

Ph.: 0141-5107680  
Mob.: 9351411818



Date : 25<sup>th</sup> July 2019

## Job Offer Letter

Dear Aamir Ahmed,

**Moon-light refrigeration** to offer you job opportunity as a **Team Leader** at **Moon-Light refrigeration** Jaipur, Your joining date will be 1st Aug. 2019. As per company policy you will be an job for a minimum of 1 year.

**Office Timining :** 10 AM to 8.00 PM.

**Salary :** 3 Lac per annum.

And other information regarding this position will be discuss to you in your joining day.

Congratulation. !

**Ajaz Ahmed**

A handwritten signature in black ink, appearing to read 'Ajaz Ahmed', written over a faint circular stamp that contains the text 'MOON-LIGHT REFRIGERATION'.

(Director, **Moon-light Refrigeration**)



9. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **4 August 2020** by signing this offer letter and returning it to the address provided below or sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.

We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

Yours sincerely,  
For Max Bupa Health Insurance

A handwritten signature in black ink, appearing to read "Tarun".

**Tarun Katyal**  
Director and Chief Human Resources Officer

**EMPLOYEE ACCEPTANCE**

I accept this offer of employment with the Company under the terms set forth in this offer letter:

**Abhishek Singh**

ANNEXURE I

- 1 Designation Post Graduate Trainee - Sales. You will report to Branch Manager
- 2 Fixed Pay (FP) INR 315000/-per annum, including all Retirals and Flexible Pay
- 3 Sales Incentive Plan Sales Incentive Plan- As per Company Policy
- 4 Date of Joining 5 August 2020 or before
- 5 Place of work Jaipur Jaipur, Rajasthan, India, (Branch Location)

Notes:

*Post your joining, a detailed Appointment letter entailing employment terms will be issued to you*

*All payouts will be subject to deduction of tax at source, in accordance to Income Tax Act, 1961 and all other Central and State legislation applicable to your base location*

**EMPLOYEE ACCEPTANCE:**

I accept this offer of employment with the Company under the terms set forth in this offer letter.

Abhishek Singh



Tarun Katyal  
Director and Chief Human Resources Officer

≡ **M** Gmail

🔍 priya poddar

Compose

Inbox 669

Starred

Snoozed

Important

Sent

Drafts 48

📁 Categories

🗑️ [Gmail]Trash 15

📧 [imap]/Sent

Meet

New meeting

Join a meeting

Hangouts

👤 Maneesha +  
The world has eno

4 invites  
Tej Singh, varun malik, Unknown...

## Saraf Group Offer - Selected Candida



**Halchal Tiwari** <halchal.tiwari@gmail.com>

to mba, me, savita, MurliSaraf, Priya, Kaushal, ganeshgarhia.panka

Greeting from Saraf Group,

After Careful Consideration, We are pleased to announce that w

1. MR. BHISHEM PAREEK
2. MS. KHUSHBOO GUPTA
3. MR. MOHAMMAD AFZAL
4. MS. KAJAL DHAMANI
5. MR. ANIKET RAJAN

Joining Date : Mid- JUNE

Job-Type : Full time

Location : Bangalore

Salary : 3.78 Lac/annum - 4.17 Lac/annum

Designation : To be decided.

Probation Period : 3 Months

Business Hours : 9:00 AM - 6:00 PM

We request MBA-SKIT, Jaipur - to confirm with acceptance of the

Thank You

--

Regards,

**Halchal Tiwari**

**ASSISTANT MANAGER (CUSTOMER RELATION)**

**Saraf FabTrade Pvt. Ltd, Jaipur**

Contact: 7568748874

LinkedIn: [www.linkedin.com/in/halchal-tiwari-9b0757/](http://www.linkedin.com/in/halchal-tiwari-9b0757/)



## CONFIRMATION OF SELECTION

1 message

Priya Poddar <priyapoddar90@yahoo.com>

Tue, 11 Aug 2020 at 11:13

To: Aniket Ranjan <aniketxavier7654@gmail.com>, Kajal Dhamani <kajaldhamani97@gmail.com>, Khushboo Gupta <guptakhushboo024@gmail.com>, Bhishma Pareek <bhishmapareek97@gmail.com>, Afzal Quazi <afzalquazi786@gmail.com>

Cc: Saraf Fincom Pvt. Ltd. Delhi Sanjay Agarwal (Mr) <sanjayag.dns@gmail.com>, Halchal Tiwari <halchal.tiwari@gmail.com>, Pankaj Ganeshgarhia <ganeshgarhia.pankaj@gmail.com>

Greetings from Saraf Group,

**CONGRATULATIONS ON YOUR SELECTION BY SARAF GROUP!**

Further to our earlier mail, Due to covid Situation offer Proposal Stands revised as under:

**Job Type : Full Time**

**Location: 1. Kajal Dhamani , Aniket Ranjan & Khushboo Gupta : Delhi  
2. Mohammad Afzal & Bhishm Pareek : Bangalore**

**Designation : To be decided.**

**Business Hours : 9:00 AM - 6:00 PM**

- Your Probation Period will be 3 months from your Joining Date. You will be on a stipend for the first three Months thereafter the aforesaid slab will apply at a stipend of Rs 20,000/- flat per month i. e **AUG- OCT.**
- Adding on, Based upon the progress of your work and your utility, the CTC package can be updated for **3.68 i.e. from Nov.**

We are confident that our group can be a great platform to use and further enhance your skills, capabilities, and attitude, and help you build a wonderful career with us.

To accept this offer, please **reply to this mail before 15th August 2020** and we will get you started with the rest of the onboarding process.

In the meantime, please don't hesitate to reach out to us, either through email or by calling, if you have any questions or concerns.

We are looking forward to hearing from you and hope you'll join our team!

**Thanks & Regards**

**Priya Poddar**

**(Human Resource)**

**Phone No.: 9353342378**

**Mail at: priyapoddar90@yahoo.com**

**Connect with me on LinkedIn**

OFF/1-523/14

**SUB: OFFER LETTER**

Dear Anjali,

We are pleased to offer you the position of Talent Acquisition Executive in our organization at an annual gross salary (cost to company) of Rs 2,80,000/- per annum (Two Lakh Eighty Thousand only) which includes Performance Linked Incentive of Rs.30,000/- (Thirty Thousand Rupees only)  
You are required to join us from 13<sup>th</sup> February'20.

Kindly carry your offer letter along with a passport size photograph pasted on the offer letter on the day of joining.

Please ensure to carry (Original and Photocopy) the following documents on the date of joining:

1. Eight passport size Photographs.
2. Education Certificates (X/XII/Graduation/Post Graduation)
3. Experience Certificates for all Organizations (Offer Letter/Appointment Letter/Last 3 months Salary slips-certificates/Relieving letter)
4. A proof of resignation letter acceptance from the last employer
5. Photo ID and Address proof (Voter ID/Passport/Adhar UID/Driving License)
6. PAN Card ( Permanent Account Number )
7. UAN and PF number of the previous employment (mandate if there was any PF deduction).

Please ensure to bring Originals and Xerox copies of all the above mentioned documents on the joining date.

This offer letter is valid only till February 13<sup>th</sup>, 2020 and subject to the acceptance on the same beyond which the offer stands null and void.

Looking forward to have you with us and wishing you great success with Teleperformance INDIA

Regards,

For CRM Services India Pvt. Ltd

Bhanu Rastogi Singh

Assistant Manager - Talent Acquisition

Accepted and Agreed

Anjali Kataria

Please Note CRM Services India Pvt. Ltd. (Teleperformance India) does not charge any recruitment fees or charges from candidates applying for job or at any stage of hiring.



# jaro education\*

30<sup>th</sup> October, 2020

To,

**Mr. Bhishma Pareek**

PLOT NO. 152 SECTOR 44

NEAR GOLD SUKH GURUGRAM HARYANA

Dear Bhishma,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee" effective from 30th October 2020. You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive"

### Find below your compensation details for Gurgaon Location:

| Particulars  |   | (Amount in Rupees) |                 |
|--|---|--------------------|-----------------|
|  |   | Per Month          | Per Annum       |
| Basic Salary   | : | 20,000             | 2,40,000        |
| House Rent Allowance   | : | 10,000             | 1,20,000        |
| Transport Allowance  | : | 1,600              | 19,200          |
| Telephone Allowance  | : | 500                | 6,000           |
| Statutory Bonus(Paid Monthly)  | : | 1,700              | 20,400          |
| Special Allowance  | : | 16,200             | 1,94,400        |
| Daily Travel Reimbursement<br>(Only for the days of field work @ Rs.150/-)   | : | 3,000              | 36,000          |
| Performance Incentive<br>(Payable based on the achievement of Monthly targets)   | : | 15,000             | 1,80,000        |
| Performance cum Continuity Bonus (Annual)<br>(Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year) | : | 2,500              | 30,000          |
| <b>Total: Rs. Eight Lakh Forty Six Thousand only p.a</b>   | : | <b>70,500</b>      | <b>8,46,000</b> |

Regards,

Jaro Education



**Sushant Mallya**

**General Manager – Human Resource**

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

**Jaro Institute of Technology Management and Research Limited**

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

Application for Department : Information Technology  
Location : Jaipur



| Personal Details   |                           |                |                         |
|--|---------------------------|----------------|-------------------------|
| First Name   | Second Name               | Last Name      | Father's Name           |
| Himanshu   |                           | Sharma         | Shailendra Kumar Sharma |
| Blood Group  | Date of Birth             | Place of Birth | Nationality             |
| B+   | 24/11/1994                | Jodhpur        | Indian                  |
| Gender   | E-Mail Id                 | Residence No   | Mobile No               |
| Male   | himzofficial.24@gmail.com | 7737287477     | 8233992133              |
| Correspondence Address   |                           |                |                         |
| P No 70 , Air Force Road , Indira Colony ,Behind Sati Matas Temple , 5 Batti Circle , Jodhpur , Jodhpur , 342001 , Rajasthan |                           |                |                         |
| Permanent Address  |                           |                |                         |
| P No 70 , Air Force Road , Indira Colony , Behind Sati Matas Temple , Panch Batti , Jodhpur , Jodhpur , 342001 , Rajasthan   |                           |                |                         |

| Academic Details   |                               |                   |                 |           |
|--------------------|-------------------------------|-------------------|-----------------|-----------|
| Qualification Type | School / College / University | Specialisation    | Year of Passing | Grade / % |
| B.A.               | Jnvu Jodhpur                  | Political Science | 2015 - 2018     | Se / 55 % |

| Medical History                       |          |         |
|---------------------------------------|----------|---------|
| Medical Issues                        | Yes / No | Details |
| Physically Challenged                 | No       |         |
| Surgery, Prolonged Sickness, Syndrome | No       |         |

| Family Details |                             |               |                                  |                          |
|----------------|-----------------------------|---------------|----------------------------------|--------------------------|
| Relation       | Family Member               | Date of Birth | Company Name                     | Designation / Occupation |
| Father         | Mr. Shailendra Kumar Sharma | 11-APR-1969   | Dst Sen Secondary School Jodhpur | Principal                |

| Emergency Contact Details |          |            |            |
|---------------------------|----------|------------|------------|
| Contact Person            | Landline | Mobile No  | Mobile No  |
| Shailendra Kumar Sharma   |          | 7737287477 | 7737287477 |

| Languages Known |
|-----------------|
|                 |

| Language | Speak | Read | Write | Proficiency  |
|----------|-------|------|-------|--------------|
| Hindi    | Yes   | Yes  | Yes   | Intermediate |

| Training Details |                |                           |           |
|------------------|----------------|---------------------------|-----------|
| Training Name    | Institute      | Training Date             | Type      |
| Internship       | Dainik Bhaskar | 27-MAY-2019 - 25-JUL-2019 | Part Time |

| Work Experience |                          |                     |        |               |
|-----------------|--------------------------|---------------------|--------|---------------|
| Employer        | From - Till              | Designation         | Salary | Reasons       |
| Employer        | 10-MAY-2015 - 10-JUL-015 | Marketing Executive | 1800   | Salary Issues |

| Current Responsibilities in your Organization |
|---|
| Management Trainee                            |

| Reasons seeking a change in employment |
|--|
|  |

| References   |                |             |                     |            |
|--------------|----------------|-------------|---------------------|------------|
| Name         | Company        | Designation | Address             | Mobile     |
| Kamal Sharma | Fern Residency | It Manager  | Housing Board Sutra | 7737670368 |

| General Information  |        |
|--|--------|
| 1. Are you willing to travel or serve anywhere in India?                         | No     |
| 2. Are you engaged in other business /consulting services /part time work?       | No     |
| 3. Have you signed any contract with your present employer?                      | No     |
| 4. Have you been interviewed before @ Savex?                                     | No     |
| 5. How did you get to know about the job vacancy?                                | Others |
| Skit College   |        |
| 6. Are you related to anyone who is/was employed @ Savex Technologies Pvt. Ltd.? | No     |
| 7. Have you ever been arrested /prosecuted /convicted for any criminal offence?  | No     |
| 8. What are your Extra-Curricular Activities?                                    |        |
| Mimicry Artist,Anchor,Singing.   |        |

| General Information |                             |         |          |
|---------------------|-----------------------------|---------|----------|
| Sr.No               | Details                     | Current | Expected |
| 1                   | Fixed CTC P.A.              | 400000  | 400000   |
| 2                   | Variables & Incentives P.A. | 36364   |          |
| 3                   | Bonus P.A.                  | 22803   |          |
| 4                   | Mobile Allowance (P.M.)     | 0       |          |

|                       |  |           |              |
|-----------------------|--|-----------|--------------|
| 5                     | Conveyance/Local Travel Allowance (P.M.) | 1600      |              |
| 6                     | Others Specify (P.A.) (Fixed /Variable)  | 0         |              |
| 7                     | Total CTC P.A.                           | 478367    | 478367       |
| 8                     | P.F.                                     | Yes       |              |
| 9                     | E.S.I.C.                                 | No        |              |
| 10                    | Fixed Net Take Home (P.M.)               | 24803     | 24803        |
| CTC Breakup %         |  | Fixed 0 % | Variable 0 % |
| Notice Period in days |  | 0         |              |

| Documents for submission |                                |           |
|--------------------------|--------------------------------|-----------|
| Sr.No                    | Document                       | Available |
| 1                        | Aadhar Card                    | Yes       |
| 2                        | Ration Card                    | No        |
| 3                        | Pan Card                       | No        |
| 4                        | Passport                       | Yes       |
| 5                        | Election Card                  | Yes       |
| 6                        | Driving license                | Yes       |
| 7                        | Mark Sheets                    | Yes       |
| 8                        | Relieving Letters              | No        |
| 9                        | Experience Letters             | No        |
| 10                       | Pay Slips / Salary Certificate | No        |
| 11                       | Appointment Letters            | No        |



Maneesha Kaushik <maneesha9099@gmail.com>

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**For indiamart interview**

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**Gurpreet Kaur** <kaur.gurpreet@indiamart.com>  
To: Maneesha Kaushik <maneesha9099@gmail.com>  
Cc: campus connect <campusconnect@indiamart.com>

Thu, Nov 21, 2019 at 2:17 AM

Hi Maneesha,

Names of the shortlisted Candidates.

| S.no. | Names                |
|-------|----------------------|
| 1     | Paras Panwar         |
| 2     | Lalit Kumar Chandani |
| 3     | Lakshya Gupta        |
| 4     | Bhishma pareek       |

[Quoted text hidden]

--

Regards,

**Gurpreet Kaur**

**Executive - Talent Acquisition**

**IndiaMART InterMESH Ltd.**

Advant-Navis Business Park Expressway  
91 7290065512  
www.indiamart.com (An ISO 9001:2008 Company)

IndiaMART - the global gateway to Indian marketplace

*"Once you stop learning, you start dying"*

**IMPORTANT:**  
**NEVER** share your IndiaMART OTP/ Password with anyone.



124, Maker Chambers III, Nariman Point, Mumbai - 400 021. Tel : 22881616 / 22799901 / 9999.  
Fax : 22799967 Email : info@savex.in CIN : U31909MH1988PTC046237.

Date: 28/12/2019

**Miss. Pooja Medh Mahesh**

Jaipur, RJ,  
Pin Code - 302017.

**Subject : Offer Letter**


We are pleased to offer you the position of "Management Trainee" on the following terms and conditions:

1. You are requested to take up your assignments latest by 02/01/2020 at Jaipur.
2. Your Salary will be Rs. 4,00,000 ( Rupees Four Lakh Only ) as cost to the company which is mutually agreed by us and the breakup details are mentioned below for your reference.
3. You will be governed by the rules & regulations, system practices and policies of the Company as are/ may be in force from time to time. Your services are transferable to any place of business at Savex Technologies Pvt. Ltd.

Kindly return us the duplicate copy of this offer letter duly signed by you as a token of your acceptance.

We look forward to your association with "Savex Technologies Pvt. Ltd."

For SAVEX TECHNOLOGIES PVT. LTD.

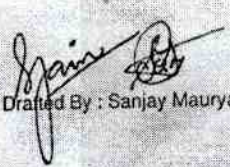
  
**DEVANG PANDYA**  
Director

**ACCEPTANCE BY CANDIDATE**

I accept the above offer without any reservation and will be joining my duty on: 02/01/2020

Date: .....

.....  
Miss. Pooja Medh Mahesh

  
Drafted By : Sanjay Maurya

|             |                         |
|-------------|-------------------------|
| NAME        | Miss. Pooja Medh Mahesh |
| DESIGNATION | Management Trainee      |
| BRANCH      | Jaipur                  |

| CTC BREAKUP DETAILS         |               |                 |
|-----------------------------|---------------|-----------------|
| DETAILS                     | P.M.          | P.A.            |
| Basic                       | 12,000        | 1,44,000        |
| H.R.A.                      | 6,000         | 72,000          |
| Conveyance Allowance        | 1,600         | 19,200          |
| City Compensatory Allowance | 7,003         | 84,036          |
| Employer P.F.               | 1,800         | 21,600          |
| Bonus* (Annual)             |               | 22,803          |
| Incentive* (Variable)       | 3,030         | 36,364          |
| <b>TOTAL ANNUAL CTC</b>     | <b>28,403</b> | <b>4,00,000</b> |


| DEDUCTIONS FROM SALARY |               |                 |
|------------------------|---------------|-----------------|
| Employee ESIC          |               |                 |
| Professional Tax       |               |                 |
| Employee PF            | 1,800         | 21,600          |
| <b>NET TAKE HOME</b>   | <b>24,803</b> | <b>2,97,636</b> |

The above Compensation & Benefits are subject to deductions of applicable income Tax (TDS) as per the provisions of the Income Tax Act.

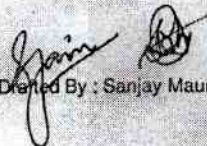
Payment of Gratuity will be additional and subject to applicable provision of the Payment of Gratuity Act.

Salary Heads marked as "\*" are annual/variable components.

For SAVEX TECHNOLOGIES PVT. LTD.

  
**DEVANG PANDYA**  
Director

Miss. Pooja Medh Mahesh  
Agreed and Accepted

  
Dated By : Sanjay Maurya

Tin : 08470453381

M. 9314263248  
9950780800



# M/s Nirmal Enterprises

BADA KUWA, TONK (RAJ.)



15/JULY/2019

Ref No.

Date..25<sup>th</sup> July 2019

Sub :-Your Appointment as Marketing Activations Associate.

**Dear Naman,**

We are pleased to inform you that you have been appointed to the position of marketing activations associate at Nirmal Enterprises (Authorised dealer nevia india pvt ltd)

Your cost will be RS 4,50,000/- ( Rupees FOUR LAKH(S) Fifty Thousand Only ) per annum .in addition to this you will be entitled for incentive as per incentives policy .

You are required to join us on the 5th January ,2020. the terms of employment have been attached in annexure with this letter .

You may confirm your response to us by 20th December,2019. If you wish to discuss the details of your employment terms , please get in touch with the undersigned . in the event that we do not hear from you within the mentioned date ,this offer will stand automatically withdrawn.

Look forward to your response .

Sincerely

Nimesh Jain

Stockist :

COLGATE, JOHNSON & JOHNSON, CAVIN KARE, PERFETTI, CADBURY INDIA LTD.  
HEINZ PVT.LTD, EMAMI LTD, MAN KIND PHARMA ,LOREAL INDIA, MUNIM JI & SONS

All Subject to Tonk Jurisdiction



Date: 27<sup>th</sup> June, 2020

Ms. Pragati Sharma

## Letter of Offer

With reference to your interview with us, the management is pleased to offer you the position of Management Trainee in our organization on the following terms and conditions: -

|                                    |                    |
|------------------------------------|--------------------|
| Designation                        | Management Trainee |
| Department                         | Sales & Marketing  |
| Grade                              | O1                 |
| Gross Remuneration (CTC per Annum) | 4.51 LPA           |
| Training Period                    | Six Months         |
| Location                           | Jaipur             |

On successful completion of probation period, you will be confirmed.

You are requested to acknowledge the copy of this offer letter as a token of acceptance and the same may please be sent to us. A detailed appointment letter will be issued to you on your joining.

All the best  
Nitin Meena  
Director



# RIGARO EWORKS LLP

Date: 22<sup>nd</sup> Jan 2020

Ref. No: Rigaro/Del/2003

Ms

Pragya Shrivastav,  
Bhagwanpur opposite to syndicate bank,  
Near JK tyres showroom muzaffarpur - 842001

Dear Ms. Pragya,

With reference to your application dated 7<sup>th</sup> Jan 2020 and the subsequent interview you had with us, we are pleased to appoint you in our organization on the following terms and conditions:

## 1. DESIGNATION

You shall be designated as HR Intern and shall be located at Vikaspuri, Delhi Office.

## 2. DATE OF APPOINTMENT

This appointment will take effect from 10<sup>th</sup> Feb 2020.

## 3. REPORTING

You shall report to **Mrs Asha Mehta, (Manager)** or whosoever else the Management may designate from time to time. You will be required to send a "Daily Activity Report" to the reporting Manager on daily basis. You shall keep the reporting Manager copied on every mail that is sent by you either to the client or internally in the company.

## 4. REMUNERATION

Your monthly compensation for first 3 months will be **Rs. 15,000/- (Rs. Fifteen Thousand only)** after which it will be revised to **Rs. 25,000/- (Rs Twenty Five Thousand only)** detailed breakup of which will be given on the DOJ.

## 5. PROBATION AND CONFIRMATION

Initially, you will be on probation for a period of 3 months from the date of joining. In case, the performance during this initial period is found unsatisfactory, the Company may extend the probation period for three months and if still the performance does not meet expectations, the probation period may be extended for further 3 months. You may be considered for confirmation only depending upon the outcome of confirmation review which will be done in consultation with your Reporting Manager, Director and concerned HR. However, you will continue to be on probation until a separate letter of confirmation is issued to you in writing.

#5, Site-IV Vikaspuri New Delhi-18 | rigaro.in | 011-28532436



# RIGARO EWORKS LLP



However, during the probation period or the extended probation period, either party can terminate this contract of employment by giving 7 days prior notice in writing or on payment of gross salary in lieu thereof. After confirmation, either party can terminate this contract of employment by giving a 30 days prior notice in written or payment of one month gross salary in lieu thereof.

Also the Management reserves the right to terminate your employment before completion of notice period by paying gross salary in lieu thereof for the balance notice period without assigning any specific reasons.

## 6. GENERAL CODE OF CONDUCT

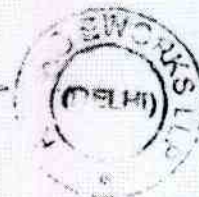
- a) You will be required to comply with all the general rules, practices and policies of the Company existing as of now and which may be amended from time to time.
- b) You are required to be punctual and reach your workplace well within time.  
Working hours: 10.00 A.M to 7.00 P.M  
Working days: Monday to Saturday
- c) In order to maintain the brand image of the Company, you are always required to dress smartly in formal attire and sport a high level of personal hygiene.
- d) You are expected to undergo the training sessions as held from time to time for your category of employees.
- e) You will keep the Organization/Company informed of any change in your residential and permanent addresses or any other material facts which may affect your employment.

If at any point of time during the course of your employment with the Company, any of the particulars given in the application are found to be false or incorrect or have been concealed or any document is found to be tampered with or false, the same shall render you liable for immediate termination of your services without any notice.

The Company reserves its absolute right to conduct background verification or verify personal credentials at any point of time during the course of your employment.

Please sign the duplicate copy of this letter indicating your acceptance of the above terms and conditions of appointment and return the same to us as a token of your acceptance.

#5, Site-IV Vikaspuri New Delhi-18 | rigaro.in | 011-28532436



# fi 1c1c1 Bank

PRIVATE AND CONFIDENTIAL

Reference No. -  
1383888517 Applicant ID - 3822863

27-Aug-2019

Prince Kumar Dear

Prince,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at MANOHARPUR-MAIN MARKET\_BR.

The details of your remuneration and benefits are given in Annexure. The following are the terms and conditions of the appointment.

#### Commencement/Term:

- You shall be required to join the Bank on or before 04-Sep-2019.
- You will be on probation for a period of one year or such  
extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

#### Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

2:

ICICI Bank Limited IC  
ICICI Bank Towers Bandra-  
Kurla Complex Mumbai 4  
00051, India.

Tel.: (91-22) 26531414  
Fax: (91-22) 26531122  
Website www.icicibank.com CIN:  
L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower, N  
ear Chaki Circle,  
Old Padre Road, Vadodar  
390007, India.

# RIGARO EWORKS LLP



We welcome you to "RIGARO EWORKS LLP" and look forward to have a long and mutually beneficial association.

For RIGARO EWORKS LLP

HR Department





124, Maker Chambers III, Nariman Point, Mumbai - 400 021. Tel : 22881616 / 22799901 / 9999.  
Fax : 22799967 Email : info@savex.in CIN : U31909MH1988PTC046237.

Date: 28/12/2019

Miss. Riya Lohiya

Jodhpur, RJ,

Pin Code - 342008.

Subject : Offer Letter


We are pleased to offer you the position of "Management Trainee" on the following terms and conditions:

1. You are requested to take up your assignments latest by 02/01/2020 at Jaipur.
2. Your Salary will be Rs. 4,00,000 ( Rupees Four Lakh Only ) as cost to the company which is mutually agreed by us and the breakup details are mentioned below for your reference.
3. You will be governed by the rules & regulations, system practices and policies of the Company as are/ may be in force from time to time. Your services are transferable to any place of business at Savex Technologies Pvt. Ltd.

Kindly return us the duplicate copy of this offer letter duly signed by you as a token of your acceptance.

We look forward to your association with "Savex Technologies Pvt. Ltd."

For SAVEX TECHNOLOGIES PVT. LTD.

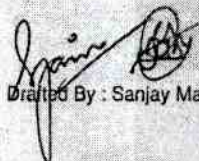
  
DEVANG PANDYA  
Director

ACCEPTANCE BY CANDIDATE

I accept the above offer without any reservation and will be joining my duty on: 02/01/2020

Date: .....

.....  
Miss. Riya Lohiya

  
Drafted By : Sanjay Maurya

|             |                    |
|-------------|--------------------|
| NAME        | Miss. Riya Lohiya  |
| DESIGNATION | Management Trainee |
| BRANCH      | Jaipur             |

| CTC BREAKUP DETAILS         |               |                 |
|-----------------------------|---------------|-----------------|
| DETAILS                     | P.M.          | P.A.            |
| Basic                       | 12,000        | 1,44,000        |
| H.R.A.                      | 6,000         | 72,000          |
| Conveyance Allowance        | 1,600         | 19,200          |
| City Compensatory Allowance | 7,003         | 84,036          |
| Employer P.F.               | 1,800         | 21,600          |
| Bonus* (Annual)             |               | 22,803          |
| Incentive* (Variable)       | 3,030         | 36,364          |
| <b>TOTAL ANNUAL CTC</b>     | <b>28,403</b> | <b>4,00,000</b> |

| DEDUCTIONS FROM SALARY |               |                 |
|------------------------|---------------|-----------------|
| Employee ESIC          |               |                 |
| Professional Tax       |               |                 |
| Employee PF            | 1,800         | 21,600          |
| <b>NET TAKE HOME</b>   | <b>24,803</b> | <b>2,97,636</b> |

The above Compensation & Benefits are subject to deductions of applicable Income Tax (TDS) as per the provisions of the Income Tax Act.

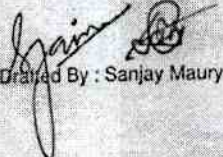
Payment of Gratuity will be additional and subject to applicable provision of the Payment of Gratuity Act.

Salary Heads marked as "\*" are annual/variable components.

For SAVEX TECHNOLOGIES PVT. LTD.

  
**DEVANG PANDYA**  
Director

Miss. Riya Lohiya  
Agreed and Accepted

  
Drawn By : Sanjay Maurya

# INDITAB ESOLUTIONS PVT. LTD.

C-85, SECTOR-2 NOIDA NCT-201301 - #5, SITE-4, VIKASPURI, NEW DELHI-110018

Ref. No: 2020009

Date: 20<sup>th</sup> Jan 2020

Mrs. **Shilpa Ahalawat**,  
L-6/121 Ashiana angan  
Bhiwadi, dist Alwar, Rajasthan - 301019

Dear Shilpa,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Digital Marketing Intern** on the terms and conditions discussed and mutually agreed to during the interview.

You are requested to join on or before **12<sup>th</sup> Feb 2020**. Please note that in case you do not join by the due date, the offer stands withdrawn.

Your monthly compensation for first 3 months will be **15,000/- (Rupees Fifteen Thousand only)** after which it will be revised to **25,000/- (Rupees Twenty Five Thousand only)**.

You are requested to bring the following documents at the time of joining so as to enable us to complete your personal records:

1. Four passport size photographs.
2. Copies of educational/Professional certificates.
3. Relieving letter from present employer.
4. Copy of last three months' salary proof.
5. Copy of photo ID, Passport, Pan Card or Driving License & Current Address Proof.

The formal appointment letter will be issued to you after your joining. As a token of acceptance, kindly sign the duplicate copy of this letter and return the same to us.

We welcome you to IndiTab Esolutions Pvt Ltd and look forward to have a long and mutually beneficial association.

For Inditab Esolutions Pvt. Ltd

  
HR Department  
Authorised Signatory





PALADIN ORGANISATION  
2<sup>ND</sup> FLOOR MUNDRA BHAWAN  
OPP ANUKAMPA TOWER  
C -SCHEME  
Jaipur-302001

Appointment letter

Dear **Shraddha Garg,**

Paladin is excited to bring you on board as **Business associate.**

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your association, benefits and the terms and conditions of your anticipated association with PALADIN ORGANISATION.

We encourage an open environment conducive to active learning and participation. Do not hesitate to ask any relevant questions that might help you in your development.

We welcome you to the Paladin family and fruitful association for mutual benefit.

We wish you the very best of luck and success, with best wishes.

For PALADIN ORGANISATION

  
Proprietor

Sincerely,

**MILIND CHATURVEDI**

**BUSINESS OWNER**

**PALADIN ORGANISATION**

# Session 2018-19

I have read, understood and agreed to the above mentioned terms and conditions.

Acceptance: Signature

Sharu Sharma

Date:

5/07/2019

Mobile No.:

8003375327

Institute Name:

SKIT Jaipur

Pan and Aadhar Card No.:

PAN-GCGPS3913G

Aadhar-380900216926

PRINCIPAL  
SWANIK HUMAN AND INSTITUTE OF  
TECHNOLOGY, Management & Gramotha  
Jaipur-302025

Date: 27-March-19

**Intimation Letter and Terms of Reference**

Dear Candidate,


1. Your employment with **Randstad India Private Limited** shall be valid for a period of 1 year. During this tenure, your services will be deputed to HDFC Asset Management Company Limited to do work pertaining to/incidental to the client's business.
2. **Joining:** Subject to your submission of complete documents you are required to join on or before 01<sup>st</sup> June, 2019 unless extended by us in writing.
3. **Location:** Your location / branch will be communicated to you shortly. You may be asked to relocate to any branch depending on business requirements.
4. **Training Period:** During the training period of one year, you will be exposed to both sales and client services role.
5. **Certification:** You are mandatorily required to complete NISM VA certification before joining. During the course of employment you are required to complete the following certifications - NISM (X-A, X-B & V-C).
6. **Compensation:** You will receive compensation of Rs. 3,00,000/- per annum.
7. **Background Checks:** The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks.
8. **Other terms and conditions:**
  - a. You will successfully complete your 2 year full time MBA programme in 2019.
  - b. You agree to submit the documents required by the organization - list annexed herewith.
  - c. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of the employer
  - d. You hereby acknowledge and agree to abide by all internal Policies of the Company. The Company reserves the right to change these Policies at any time in its absolute discretion.
  - e. By way of accepting you agree to abide by the Prevention of Sexual Harassment Policy created by the organization and participate in all the initiatives taken by the company in this regard.

Please acknowledge the duplicate of this letter as a token of your acceptance. Looking forward to having you on board and wishing you a successful career with us!

Yours truly,



**Swaminathan Iyer**  
Vice President  
Registered Office  
**Randstad India Private Ltd**  
Randstad House Old No.5 & 5A, New  
No. 9, Pycrofts Garden Road,  
Chennai - 600 006, India  
P +91 (0) 44 66227000  
www.randstad.in



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SWAMI KESHAVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

**Documents Required**

All the below mentioned documents are mandatory and must be submitted. All documents must be **self-attested** by the candidate.

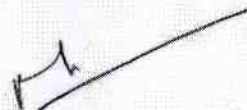
| S. No. | Document<br>(ALL DOCUMENTS MUST BE SELF-ATTESTED)  | Submitted<br>(Please ✓) |
|--------|--|-------------------------|
| 1      | Updated CV   | ✓                       |
| 2      | 10th Mark sheet  | ✓                       |
| 3      | 12th Mark sheet  | ✓                       |
| 4      | Graduation Final Year Mark Sheets  | ✓                       |
| 5      | Graduation Passing / Convocation / Provisional Certificate   | ✓                       |
| 6      | Post-Graduation Mark Sheets of all semesters   | ✓                       |
| 7      | Post-Graduation Passing / Convocation Certificate  |                         |
| 8      | Employment Proof<br>- Relieving Letter / Experience Certificate<br>- Offer Letter / Appointment Letter<br>- Salary Slips of last 3 months (For all previous Employers) |                         |
| 9      | PAN Card (mandatory)   | ✓                       |
| 10     | Aadhar Card (mandatory)  | ✓                       |
| 11     | Permanent Residence Proof (Any 1) - Voter ID / Passport / Ration Card / Electricity Bill   | ✓                       |
| 12     | Current Residence Proof -- (Optional- If different from permanent residence address)   |                         |
| 13     | Motor Driving License (Two Wheeler License)  | ✓                       |
| 14     | Randstad Joining Kit   | ✓                       |

I agree to submit the above mentioned documents.

Name: Sharu Sharma

Date: 5/07/2019

Signature: Sharu Sharma



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SWAMI KESHWANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

**CTC Annexure**  
**Emoluments and Benefits for the grade of Assistant Manager (for Mayank Mathur)**

| COMPENSATION   | Amount             |                  |
|--|--------------------|------------------|
|  | P.A. (₹)           | P.M. (₹)         |
| Basic  | 90,000.00          | 7,500.00         |
| Basket of Allowance                                  | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                               | 10,800.00          | 900.00           |
| Gratuity *   | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>               | <b>2,43,732.00</b> | <b>20,311.00</b> |
| <b>TOTAL (Fixed Cash+Retirals)</b>                   | <b>2,43,732.00</b> | <b>20,311.00</b> |
| <b>Benefits :</b>                                    |                    |                  |
| Group Mediclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit   | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>    | <b>3,21,876.00</b> | <b>26,823.00</b> |

| Loan Eligibilities   |                   |                    |                       |   |   |
|--|-------------------|--------------------|-----------------------|---|---|
| Type of Loan & Purpose of Loan   | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks   |
| Housing Loan   | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EMI w hich includes Principal & Interest.           | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.   |
| Vehicle Loan   | Upon Confirmation | 2,00,000.00        | 8%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards Interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and interest instalments in the ratio of 7:3. |
| <p>Note: The monetary value of the above Loan benefits approximates to Rs.160000. Loan benefits cannot be encashed if not availed.</p> |                   |                    |                       |   |   |

PRINCIPAL  
 SHRI RAVANAND INSTITUTE OF  
 Management & Gramotha  
 Jagatpura, Jaipur-302025

Date: 25 March, 2019

*Dear Diksha Sharma*

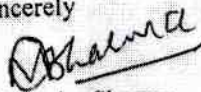
On the behalf of Exotic Decor, I am pleased to offer you the position of Management Trainee under Sales Division. In this important and very visible position you will report to Head of Sales Department.

Your Compensation Packages includes the followings:

- Annual Salary of Rs. 2, 40,000 CTC.
- Bonus opportunity of 5% based on achievement of company and individual performance goals.
- Two week of vacation every year.
- All other benefits as per company rules hand book.

We are delighted to extend this offer to join the Exotic Décor Team. Everyone who met you during interview process was very impressed with you. We are looking forward to your response.

Sincerely



Mahendra Sharma  
HR. Manager  
Exotic Decor

**KronoSWISS**  
Laminated Flooring

**EXOTIC FLOORS™**  
Solid Timber Flooring

**B K B**  
Engineered Wood Flooring

**Dr. Schutz**  
Floor Cleaner

HRD/InfosysBPM/13252727

11-June-19

Ms. Divya Bharti

92/185, Gokhale Marg, Mansarovar, Jaipur  
Jaipur**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Divya Bharti,

I refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

|    |                        |   |                   |
|----|------------------------|---|-------------------|
| a) | Role                   | : | Process Executive |
| b) | Role designation       | : | Process Executive |
| c) | Job Level              | : | 2B                |
| d) | Date of Joining        | : | 17-June-19        |
| e) | Location of Posting    | : | Jaipur SEZ        |
| f) | Gross Salary per month | : | Rs. 12731/-       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "Infosys Performance & Loyalty 2.08 Plan", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

**I. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

**PRINCIPAL**

SWAMI KESHVANAND INSTITUTE OF

Technology, Management & Gramotha  
Jaipur, Jaipur-302025

Sign your name

Page 1 of 12



**SARAF FAB TRADE PVT. LTD.**

CIN No. : U74899RJ2005PTC042144  
Mob. : 9829053195  
E-mail : saraffabtrade@gmail.com/Books.sftpl@gmail.com  
GST No. : 08AAJCS4286N1ZK  
PAN NO. : AAJCS4286N

**Offer Letter**

Dear Ms.

Halchal Tiwari

As per our discussion, we are pleased to offer you employment with SARAF FAB TRADE PVT LTD.

Subsequent to your job application and interviews you have had with us, we are pleased to extend the offer for the position of "Assistant Manager- (Customer Relation)". Your date of joining is 1<sup>st</sup> October 2019 (Tuesday), and you are requested to report at 09:30 am. Your job Location is Jaipur. Your CTC is Rs 3.675 Lakhs Per Annum.

Your annualized CTC, inclusive of all allowances and bonuses will be up to INR 3, 67,500 (Rupees Three Lakh Sixty Seven Thousand Five Hundred only) per annum. You must be employed with us at the time of payment to receive the annual incentives

| Particulars              | Per Annum   |
|--------------------------|-------------|
| Basic Salary             | 1,50,000.00 |
| HRA                      | 60,000.00   |
| Special Allowance        | 64,285.71   |
| Conveyance / Mobile      | 25,714.29   |
| Gross Salary             | 300000.00   |
| Annual Incentives        |             |
| Continuation Incentive   | 25,000.00   |
| Bonus                    | 12,500.00   |
| Leave (21 days)          | 17,500.00   |
| *Adherence to philosophy | 7,500.00    |
| *Business deliverables   | 5,000.00    |
| CTC                      | 367500.00   |

\* This depends on the performance of the candidates after working for one year in the organization.

**Deductions would be**

TDS

ESI /PF

Professional Tax

Group Insurance Premium

Or any other statutory deduction if applicable.

Upon successful completion of probationary period we are pleased to confirm your increment and confirm you as a regular employee.

Regards,

**SARAF FAB TRADE PVT. LTD.**

**PANKAJ GANESHGADIA**  
(Director)

PRINCIPAL

PRINCIPAL INSTITUTE OF  
Technology, Management & Gramotha  
Jaipur, Jaipur-302025

19<sup>th</sup> November, 2018

To,  
**Mr. Harshit Sharma**  
68/35, Sector 6,  
Pratap Nagar Sanganer,  
Jaipur, Rajasthan-302033.  
Tel.No:9799558768

Dear Harshit,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details.

|  | (Amount in Rupees.) |                 |
|--|---------------------|-----------------|
|  | Per Month           | Per Annum       |
| Basic Salary   | 24,000              | 2,88,000        |
| House Rent Allowance   | 3,000               | 36,000          |
| Additional HRA   | 12,000              | 1,44,000        |
| Transport Allowance  | 2,000               | 24,000          |
| Telephone Allowance  | 1,000               | 12,000          |
| Daily Travel Reimbursement<br>(Only for the days of field work @ Rs.150/-)   | 3,000               | 36,000          |
| Performance Incentive<br>(Payable based on the achievement of Monthly targets)   | 15,000              | 1,80,000        |
| Performance cum Continuity Bonus (Annual)<br>(Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year) | 2,500               | 30,000          |
| <b>Total: Rs. Seven Lakh Fifty Thousand only p.a.</b>  | <b>62,500</b>       | <b>7,50,000</b> |

Regards,  
Jaro Education

**Sushant Malliya**  
Sr. Manager - Human Resources

I agree to the above and attached terms & conditions \_\_\_\_\_ Dated \_\_\_\_\_

PRINCIPAL  
SWAMI KESHWANAND INSTITUTE OF  
Management & Gramotha  
Jaipur-302025

Date: 25 March, 2019

*Dear Harshita Singh*

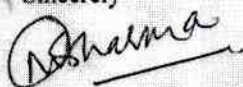
On the behalf of Exotic Decor, I am pleased to offer you the position of Management Trainee under Sales Division. In this important and very visible position you will report to Head of Sales Department.

Your Compensation Packages includes the followings:

- Annual Salary of Rs. 2, 40,000 CTC.
- Bonus opportunity of 5% based on achievement of company and individual performance goals.
- Two week of vacation every year.
- All other benefits as per company rules hand book.

We are delighted to extend this offer to join the Exotic Décor Team. Everyone who met you during interview process was very impressed with you. We are looking forward to your response.

Sincerely



Mahendra Sharma  
HR. Manager  
Exotic Decor

**BRUNNEN SWISS**  
Laminated Flooring

**EXOTIC FLOORS™**  
Solid Timber Flooring

**B K B**  
Engineered Wood Flooring

**© Dr. Schutz**  
Floor Cleaner

Date: 20/09/2019

To,  
Mr. Jitendra Sharma  
EmployeeCode : 2092525

**Subject: Salary Revision**

With reference to your fixed term contract of employment dated **04/07/2019**, we are pleased to inform you that your salary has been revised to INR **25,203.00** from **25,203.00**. All other terms and conditions of your employment remain same.

Effective from **01/09/2019**. Your salary structure and components would stand revised as per Annexure I

For any queries related to this change, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to <https://rd.randstad.in/webapp>
2. Call us Toll free 1800 420 9944
3. Email us to [flexicare@randstad.in](mailto:flexicare@randstad.in)

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - HRSSC

PRINCIPAL  
SWAMI KESHWANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
[www.randstad.in](http://www.randstad.in)



**Annexure I: Salary Breakup**

Please note: Your salary details are strictly confidential.

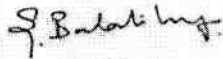
| Component<br>(All figures in Indian Rupees) | Previous         |                   | Current          |                   |
|---|------------------|-------------------|------------------|-------------------|
|   | Monthly          | Annual            | Monthly          | Annual            |
| Basic                                       | 17,300.00        | 207,600.00        | 17,300.00        | 207,600.00        |
| House Rent Allowance                        | 2,557.00         | 30,684.00         | 2,557.00         | 30,684.00         |
| Statutory Bonus                             | 1,442.00         | 17,304.00         | 1,442.00         | 17,304.00         |
| Leave Encashment                            | 1,331.00         | 15,972.00         | 1,331.00         | 15,972.00         |
| <b>Gross Salary</b>                         | <b>22,630.00</b> | <b>271,560.00</b> | <b>22,630.00</b> | <b>271,560.00</b> |
| Employer's Contribution to EPF              | 2,076.00         | 24,912.00         | 2,076.00         | 24,912.00         |
| Insurance                                   | 497.00           | 5,964.00          | 497.00           | 5,964.00          |
| <b>CTC (Cost to the company)</b>            | <b>25,203.00</b> | <b>302,436.00</b> | <b>25,203.00</b> | <b>302,436.00</b> |
| Employee's Contribution to EPF              | 2,076.00         | 24,912.00         | 2,076.00         | 24,912.00         |
| <b>Net-Take Home</b>                        | <b>20,554.00</b> | <b>246,648.00</b> | <b>20,554.00</b> | <b>246,648.00</b> |

NA

\* Income tax, Professional Tax and LWF as applicable will be deducted.

\* All the taxes as applicable by law, will be deducted.

For Randstad India Pvt Ltd.



 Authorized Signatory  
 Balakrishnan S  
 Head - HRSSC

 PRINCIPAL  
 SWAMI KESHWANAND INSTITUTE OF  
 Technology, Management & Graduate  
 Jagatpura, Jolpur-302025

 Registered Office :  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in



----- Forwarded message -----  
From: Priya Poddar <priyapoddar90@yahoo.com>  
Date: Thu, Dec 27, 2018 at 3:52 PM  
Subject: Re: Confirmation of Selection.  
To: Savita Choudhary <savitakarwasra@gmail.com>

Dear Mam,

Please find attached here with the confirmation of selection of Mrs. Juhi Bhura

**Thanks & Regards**  
**Priya Poddar**  
**(Human Resource)**

On Monday, 17 December, 2018, 10:23:25 AM IST, Jui Jain <mayten325@gmail.com> wrote:

I confirm the same.

On Sat 15 Dec, 2018, 1:10 PM Murli Saraf, <MurliSaraf@shyam-group.com> wrote:

Dear Juhi Bhura.

We are pleased to confirm your selection for joining with us as under:-

Joining date : First week of January.

Designation : To be decided.

Location. : You will have to report to Bangalore but your final locational will be decided as per the progress of the work and your utility.

Salary:-

- Your CTC shall be Rs.3.00 lacs including bonus, medical of one month each and 21 days salary in lieu of leaves to be paid at the end of the year.

- You will be on a stipend for first three months thereafter the aforesaid slab will apply at a stipend of Rs.20,000/- per month.

  
**PRINCIPAL**  
**SWAMI KESHWANAND INSTITUTE OF**  
**Management & Grammar**  
44-302025

Chief Executive

**Shyam Group of Companies**  
# 37/12-1, 4th Cross, Lalbagh  
Road, Bangalore 560 027

Tel: 0091 80 2227 8095

Fax: 0091 80 2223 7620

[murlisaraf@shyam-group.com](mailto:murlisaraf@shyam-group.com)

Mobile: 0091 98 440 222 91

PRINCIPAL  
SWAMI KESHWANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

*Handwritten signature*



November 29, 2019

Mr. Kevin Peedikayil Sam  
Emmanuel Mission School Compound,  
Kalwar Road, Jhotwara, Jaipur - 302012

Dear Kevin,

**Sub: Appointment Letter dated 29th day of November 2019 ("Appointment Letter")**

We, InterGlobe Aviation Limited ("Company"), are pleased to appoint you as **Customer Service Officer - Ramp, in Airport Operations & Customer Services** department of the Company, with effect from **December 03, 2019 ("Joining Date")** at Jaipur on the following terms and conditions:

1. **Compensation**

- (i) Your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

InterGlobe Aviation Limited  
Registered Office: Central Wing, Ground Floor, Tower House, 194 Jhotwara, New Delhi - 110 001 India | G11-43515200 | Email: [corporate@indigo.in](mailto:corporate@indigo.in)  
Corporate Office: Level 1, Tower C, Global Business Park, MG Road, Gurgaon - 122 002, Haryana, India | T +91 122 435 6500 | F +91 124 406 8556 | [indigo.in](http://indigo.in)  
CIN: U27100IN2004PLC129788

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SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



**Annexure A: Total Rewards Statement**

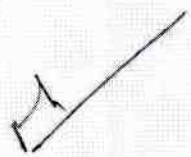
Name: Kevin Peedikayil Sam  
 Designation: Customer Service Officer - Ramp  
 Band: A  
 Department: Airport Operations & Customer Services

| COMPENSATION w.e.f December 03, 2019 |      |                                       |         |          |                       |   |
|--------------------------------------|------|---------------------------------------|---------|----------|-----------------------|---|
|                                      | S.NO | COMPONENTS OF COMPENSATION            | Monthly | Annual   | FREQUENCY OF PAYMENTS | DESCRIPTIONS (IF ANY)   |
| Basic & Allowances (A)               | A1   | Basic                                 | 4,667   | 56,004   | Monthly               | Basic Salary is calculated as 35% of the CTC  |
|                                      | A2   | House Rent Allowance (HRA)            | 2,800   | 33,600   |                       | HRA is calculated as 60% of Basic   |
|                                      | A3   | Special Allowance                     | 3,347   | 40,164   |                       | For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.                                      |
| Retirals* (B)                        | B1   | Provident Fund (Company Contribution) | 962     | 11,544   | Monthly               | As per the Provident Fund act   |
|                                      | B2   | Gratuity                              | 224     | 2,688    |                       | Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"   |
| A + B                                | Q    | Total Fixed                           | 12,000  | 1,44,000 | Monthly               |   |
| Variable / Incentive/ Bonus (C)      | C1   | Monthly Bonus                         | 667     | 8,004    | Monthly               | This bonus will be paid as monthly bonus and may be linked to performance parameters at a later stage. This is calculated as 5% of CTC  |
|                                      | C2   | Annual Bonus                          | 667     | 8,004    | Annual                | Bonus is an Annual variable pay and is paid as 5% of the CTC  |
| (Q+C)                                | R    | Cost to Company (CTC)                 | 13,334  | 1,60,000 |                       | All increments / Salary changes calculations will be basis CTC.   |
| Other Benefits (D)**                 | D1   | Transport Allowance                   | 5,000   | 60,000   | Monthly               | This allowance is as per the Transport Allowance Policy for Metro/ Non - Metro & ISC / Ifly locations. However, employees opting for shared company provided transport will not be receiving this amount.   |
|                                      | D2   | Efficiency Bonus                      |         | 18,000   | Quarterly             | This is the maximum amount as per Efficiency Bonus Policy.  |
| Insurance Benefit (E)                | E1   | Medi-claim Insurance                  |         | 3,619    | Annual                | This is an average insurance premium amount contributed by the company for a coverage amount of INR 2,00,000, for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee. |
|                                      | E2   | Life Insurance                        |         | 1,651    | Annual                | This is an average insurance premium amount contributed by the company at this band.  |
| (R+D+E)                              | S    | Total of Emoluments                   |         | 2,43,270 |                       |   |

\*National Pension Scheme (NPS) : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance.

\*\*Night Shift Allowance: For employees working at the airport, If he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

Maternity Policy: Women employees may refer to the IndiGo Career Page for details on the Maternity Benefit.



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 Management & Gramotha  
 Jaipur-302025

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

Date (mm/dd/yyyy): 06/17/2019

**STRICTLY CONFIDENTIAL**

Krishan Soni  
S/o Vijay Kumar Soni, Plot No. 14, Bajrang Colony, Ram Nagar, Sodala, Near Teja Ji Temple, Jaipur,  
Rajasthan, Pin - 302019

Dear Krishan Soni,

This has reference to your application and subsequent discussions. We are pleased to offer you the post of Executive Trainee and you will be functionally working as Executive Trainee in Grade STM at Bajaj Allianz Life Insurance Company Limited, as detailed in this letter. You are directed to report for duties on or before 06/17/2019(mm/dd/yyyy). In case if you do not communicate acceptance of the offer in two (2) days from the date of receipt of this offer, or fail to join duties on or before the Date of Joining mentioned above, this offer shall automatically stand withdrawn, and shall cease to exist. The Company, may, at its sole discretion, extend the period in writing.

**1. Location**

You shall be based at Jaipur (BP2) and you shall report to your senior designated person assigned to you as your reporting authority and work under his/her guidance and supervision.

**2. Transfer**

The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable with or without any prior notice or reasons, at the sole discretion of the Company, to any department or to any Office, Branch, Division of this Company or in any subsidiary of this Company or a group or affiliate Company or your services may be seconded/deputed to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**3. Compensation Package**

Your compensation package will be as detailed in Annexure A. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerwade, Pune - 411004 | Tel (+91-20-66026777) | Fax (+91-20-66026759)  
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.com | Website: www.bajajallianz.com  
CIN: U50100PN2001PLC015959

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**SWAMI KESHVANAND INSTITUTE OF**  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

| ANNEXURE A                     |                                       |               |                               |
|--------------------------------|---------------------------------------|---------------|-------------------------------|
| COMPENSATION ENTITLEMENT SHEET |                                       |               |                               |
|                                |                                       |               | Date(mm/dd/yyyy):- 06/17/2019 |
| Name                           | Krishan Soni                          |               |                               |
| Department                     | PSF                                   |               |                               |
| Position Description           | Executive Trainee                     |               |                               |
| Internal Designation           | Executive Trainee                     |               |                               |
| Grade                          | STM                                   |               |                               |
| Location Code                  | (BP2)                                 | Location      | Jaipur                        |
|                                |                                       |               |                               |
| Sr. No.                        | Components                            | Rs. Per month | Rs. Per annum                 |
| 1                              | Fixed Basic                           | 6500          | 78000                         |
| 2                              | Minimum HRA                           | 1200          | 14400                         |
| 3                              | Conveyance Allowance                  | 2000          | 24000                         |
| 4                              | Telephone Allowance                   | 2000          | 24000                         |
| 5                              | Statutory Bonus                       | 1300          | 15600                         |
| 6                              | Flexible Benefits                     | 14054         | 168644                        |
| 7                              | Company's Provident fund contribution | 1800          | 21600                         |
| 8                              | Gratuity as per the act               | 313           | 3756                          |
|                                | <b>Total Fixed</b>                    | <b>29167</b>  | <b>350000</b>                 |
|                                | <b>Total Cost to Company</b>          |               | <b>350000</b>                 |

**Flexible Benefits:**

1. Children's Hostel Allowance - Rs. 300 per month per child up to a maximum of two children.
2. Children's Education Allowance - Rs. 100 per month per child up to a maximum of two children.
3. Leave Travel Allowance (L2A & Above) - For L2A Rs. 15,000 per annum and L3B and above up to the FBP balance amount limit.
4. National Pension Scheme (L2B & Above) - up to 10% of monthly basic salary.
5. Company Car (L4B & above) - One, can participate in the company car scheme, as applicable to the grade, part of the flexible benefit plan will be assigned toward the scheme, if one opts for a car under the scheme.
6. Superannuation (L4B & above) - 15% of Basic.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel (+91-20-66026777) | Fax (+91-20-66026789)  
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.com | Website: www.bajajallianzlife.com  
CIN: 065010PN2001PLC015959

PRINCIPAL

SWA. K. CHANDAN KISHORE  
Institute of  
Technology, Management & Creativity  
Jaipur-303025

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

Date (mm/dd/yyyy): 06/20/2019

**STRICTLY CONFIDENTIAL**

Lalit Kumar

S/o, Ramniwas, Plot no - 104, Govind Green City - 16, Govindpura, Kalwar Road, Jhotwara, Jaipur,  
Rajasthan, Pin- 302012

Dear Lalit Kumar,

This has reference to your application and subsequent discussions. We are pleased to offer you the post of Senior Relationship Manager and you will be functionally working as Senior Relationship Manager in Grade STM at Bajaj Allianz Life Insurance Company Limited, as detailed in this letter. You are directed to report for duties on or before 06/20/2019(mm/dd/yyyy). In case if you do not communicate acceptance of the offer in two (2) days from the date of receipt of this offer, or fail to join duties on or before the Date of Joining mentioned above, this offer shall automatically stand withdrawn, and shall cease to exist. The Company, may, at its sole discretion, extend the period in writing.

**1. Location**

You shall be based at Jaipur (BPR) (BP2) and you shall report to your senior designated person assigned to you as your reporting authority and work under his/her guidance and supervision.

**2. Transfer**

The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable with or without any prior notice or reasons, at the sole discretion of the Company, to any department or to any Office, Branch, Division of this Company or in any subsidiary of this Company or a group or affiliate Company or your services may be seconded/deputed to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**3. Compensation Package**

Your compensation package will be as detailed in Annexure A. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawade, Pune - 411006 | Tel: (+91-20-66026777) | Fax: (+91-20-66026789)  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Web: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2011PLC0315958

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INSTITUTE OF  
BAMROTHA  
2015

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

| ANNEXURE A                     |                                       |               |                               |
|--------------------------------|---------------------------------------|---------------|-------------------------------|
| COMPENSATION ENTITLEMENT SHEET |                                       |               |                               |
|                                |                                       |               | Date(mm/dd/yyyy):- 06/20/2019 |
| Name                           | Lalit Kumar                           |               |                               |
| Department                     | PSF                                   |               |                               |
| Position Description           | Senior Relationship Manager           |               |                               |
| Internal Designation           | Senior Relationship Manager           |               |                               |
| Grade                          | STM                                   |               |                               |
| Location Code                  | (BP2)                                 | Location      | Jaipur (BPR)                  |
|                                |                                       |               |                               |
| Sr. No.                        | Components                            | Rs. Per month | Rs. Per annum                 |
| 1                              | Fixed Basic                           | 6500          | 78000                         |
| 2                              | Minimum HRA                           | 1200          | 14400                         |
| 3                              | Conveyance Allowance                  | 2000          | 24000                         |
| 4                              | Telephone Allowance                   | 2000          | 24000                         |
| 5                              | Statutory Bonus                       | 1300          | 15600                         |
| 6                              | Flexible Benefits                     | 14054         | 168648                        |
|                                | <b>Sub Total (A)</b>                  | <b>27054</b>  | <b>324648</b>                 |
| 7                              | Company's Provident fund contribution | 1800          | 21600                         |
| 8                              | Gratuity as per the act               | 313           | 3756                          |
|                                | <b>Sub Total ( B )</b>                | <b>27054</b>  | <b>324648</b>                 |
|                                | <b>Total Fixed</b>                    | <b>29167</b>  | <b>350004</b>                 |
|                                | <b>Total Cost to Company</b>          |               | <b>350004</b>                 |

**Flexible Benefits:**

1. Children's Hostel Allowance - Rs. 300 per month per child up to a maximum of two children.
2. Children's Education Allowance - Rs. 100 per month per child up to a maximum of two children.
3. Leave Travel Allowance (L2A & Above) - For L2A Rs. 15,000 per annum and L3B and above up to the FBP balance amount limit.
4. National Pension Scheme (L2B & Above) - up to 10% of monthly basic salary.
5. Company Car (L4B & above) - One, can participate in the company car scheme, as applicable to the grade, part of the flexible benefit plan will be assigned toward the scheme, if one opts for a car under the scheme.
6. Superannuation (L4B & above) - 15% of Basic.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel (+91-20-60026777) | Fax (+91-20-60026789)  
Toll Free no.: 1800 209 2272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianz.co.in  
CIN: U66010PN2003PLC025959

PRINCIPAL  
SV. INSTITUTE OF  
Technology, Management & Gramotha  
Jaipur, Jaipur-302025

**INFOSYS BPM LIMITED**

(Formerly known as Infosys BPO Limited)  
 A Unit in Infosys Limited SEZ  
 Plot No 347/A, 347/C, 348, 349, 373 To 375  
 Hebbal Electronics City, Hootagalli, Mysuru - 570027  
 Tel: 91 821 240 4101, Fax: 91 821 240 4200  
 www.infosysbpm.com

**Infosys**

17-June-19

HRD/InfosysBPM/13136834

Ms. Manisha Goswami

7/B2, Joshi Colony, Aashirwad Bhawan, Brahmajpuri Road, Jaipur  
 Jaipur

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Manisha Goswami,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"). We are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

|                           |   |                   |
|---------------------------|---|-------------------|
| a) Role                   | : | Process Executive |
| b) Role designation       | : | Process Executive |
| c) Job Level              | : | 2B                |
| d) Date of Joining        | : | 17-June-19        |
| e) Location of Posting    | : | Jaipur SEZ        |
| f) Gross Salary per month | : | Rs. 12731/-       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "Infosys Performance & Loyalty 2.08 Plan", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible in the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

Sign your name

Regd. Office: Plot Nos. 26/3, 26/4 and 26/6, Hosur Road, Electronic City, Bangalore - 560100, India | Tel No: 91 80 2152 2403 | Fax No: 91 80 2852 2411

Corporate Identity Number: U72200KA2002PLC030470

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 SWAMI KESHWANAND INSTITUTE OF  
 Technology, Management & Gramotha  
 Jagatpura, Jaipur-302025

----- Forwarded message -----

From: Axis <[Axis.Careers@axisbank.com](mailto:Axis.Careers@axisbank.com)>

Date: Thu, Jul 25, 2019, 4:19 PM

Subject: Offer letter

To: <[mayankbmathur@gmail.com](mailto:mayankbmathur@gmail.com)>

Dear Mayank Mathur, ..

Please find attached your offer letter for Transaction Banking -Service

Steps to do:

- 1) Please log on to Career Page ([click here](#)) with your credentials
- 2) Accept or Reject the offer on the portal by selecting the relevant option
- 3) For any clarification please get in touch with the HR

Do note that this offer is subject to the receipt of satisfactory feedback from you verification of documentation on joining.

You are requested to revert with your acceptance within 5 days of receiving this will be deemed to be cancelled.

We look forward to having you on board.

Do feel free to contact us for any further clarifications.

Thanks & Regards,  
Axis Bank Ltd.

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Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

*Handwritten signature*

**CTC Annexure**  
**Emoluments and Benefits for the grade of Assistant Manager (for Mayank Mathur)**

| COMPENSATION   | Amount             |                  |
|--|--------------------|------------------|
|  | P.A. (₹)           | P.M. (₹)         |
| Basic  | 90,000.00          | 7,500.00         |
| Basket of Allowance                                  | 1,38,603.00        | 11,550.00        |
| Bank's PF Contribution                               | 10,800.00          | 900.00           |
| Gratuity *   | 4,329.00           | 361.00           |
| <b>SUB TOTAL (Fixed Cash+Retirals)</b>               | <b>2,43,732.00</b> | <b>20,311.00</b> |
| <b>TOTAL (Fixed Cash+Retirals)</b>                   | <b>2,43,732.00</b> | <b>20,311.00</b> |
| <b>Benefits :</b>                                    |                    |                  |
| Group Mediclaim Policy and Group Term Life Insurance | 9,060.00           | 755.00           |
| Loan Benefit   | 69,084.00          | 5,757.00         |
| <b>TOTAL PAY (Fixed Cash + Retirals+Benefits)</b>    | <b>3,21,876.00</b> | <b>26,823.00</b> |

| Loan Eligibilities   |                   |                    |                       |   |  |
|--|-------------------|--------------------|-----------------------|---|--|
| Type of Loan & Purpose of Loan   | Eligibility       | Loan Amount (in ₹) | Rate of Interest      | Max. Tenure   | Remarks  |
| Housing Loan   | Upon Confirmation | 20,00,000.00       | 4%<br>(Compound Int.) | 240 EM which includes Principal & Interest              | For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.  |
| Vehicle Loan   | Upon Confirmation | 2,00,000.00        | 8%<br>(Simple Int.)   | 84 instalments towards Principal & 36 towards interest. | For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3 |
| <b>Note:</b> The monetary value of the above Loan benefits approximates to Rs.100000. Loan benefits cannot be encashed if not availed. |                   |                    |                       |   |  |

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 Management & Gramotha  
 Jagatpura, Jaipur-302025





PRIVATE AND CONFIDENTIAL

Reference No. - 1383918957  
Applicant ID - 3819950

15-Nov-2019

Piyush Agarwal

Dear Piyush,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

*Piyush Agarwal*

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L651905J1894PLC091832

Regd. Office : ICICI Bank Tower,  
Near Chokli Circle,  
Old Padre Road,  
Vandore 390 907, India

  
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SWAMI KESHAVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagajpur, Jaipur-302025



### Remuneration Details

Name : Piyush Agarwal  
Position: Assistant Manager  
Group: RETAIL BANKING GROUP

|                                    | Assistant Manager |                 |
|------------------------------------|-------------------|-----------------|
|                                    | Monthly           | Annual          |
| Basic                              | 7000              | 84,000          |
| HRA                                | 3,500             | 42,000          |
| Supplementary Allowance *          | 10,000            | 1,20,000        |
| Superannuation Allowance **        | 1050              | 12,600          |
| <b>Total</b>                       | <b>21,550</b>     | <b>2,58,600</b> |
| Retirals                           |                   |                 |
| Retirals (PF, Gratuity) ***        | 2,383             | 28,596          |
| <b>Total CTC</b>                   | <b>23,933</b>     | <b>2,87,196</b> |
| Performance Linked Retention Pay # | 2,250             | 27,000          |
| <b>Total (incl PLRP)</b>           | <b>26,183</b>     | <b>3,14,196</b> |

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance.

\*\* You will be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 15-Nov-2019

Digitally signed by NEHA SHARMA  
Date: 2019.11.15 08:28:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

*Piyush Agarwal*

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: www.icicibank.com  
CIN: L85190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Pandra Road,  
Vadodra 390 007, India.

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SHRI. S. S. VARMA INSTITUTE OF  
MANAGEMENT & GRAMOTHA  
Jagatpura, Jaipur-302025

Date:20/09/2019

To,  
Mr. Prakash Mulani  
EmployeeCode : 1397779

**Subject: Salary Revision**

With reference to your fixed term contract of employment dated **04/07/2019**, we are pleased to inform you that your salary has been revised to INR **25,203.00** from **25,203.00**. All other terms and conditions of your employment remain same.

Effective from **01/09/2019**. Your salary structure and components would stand revised as per Annexure I

For any queries related to this change, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

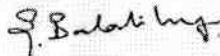
1. Log in to <https://rd.randstad.in/webapp>
2. Call us Toll free 1800 420 9944
3. Email us to [flexicare@randstad.in](mailto:flexicare@randstad.in)

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary.

Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Registered Office :**  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474  
[www.randstad.in](http://www.randstad.in)



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Management & Gramotha  
Jagatpura, Jaipur-302025

**Annexure I: Salary Breakup**

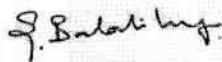
Please note: Your salary details are strictly confidential.

| Component<br>(All figures in Indian Rupees) | Previous         |                   | Current          |                   |
|---|------------------|-------------------|------------------|-------------------|
|   | Monthly          | Annual            | Monthly          | Annual            |
| Basic                                       | 17,300.00        | 207,600.00        | 17,300.00        | 207,600.00        |
| House Rent Allowance                        | 2,557.00         | 30,684.00         | 2,557.00         | 30,684.00         |
| Statutory Bonus                             | 1,442.00         | 17,304.00         | 1,442.00         | 17,304.00         |
| Leave Encashment                            | 1,331.00         | 15,972.00         | 1,331.00         | 15,972.00         |
| <b>Gross Salary</b>                         | <b>22,630.00</b> | <b>271,560.00</b> | <b>22,630.00</b> | <b>271,560.00</b> |
| Employer's Contribution to EPF              | 2,076.00         | 24,912.00         | 2,076.00         | 24,912.00         |
| Insurance                                   | 497.00           | 5,964.00          | 497.00           | 5,964.00          |
| <b>CTC (Cost to the company)</b>            | <b>25,203.00</b> | <b>302,436.00</b> | <b>25,203.00</b> | <b>302,436.00</b> |
| Employee's Contribution to EPF              | 2,076.00         | 24,912.00         | 2,076.00         | 24,912.00         |
| <b>Net Take Home</b>                        | <b>20,554.00</b> | <b>246,648.00</b> | <b>20,554.00</b> | <b>246,648.00</b> |

NA


- \* Income tax, Professional Tax and LWF as applicable will be deducted.
- \* All the taxes as applicable by law, will be deducted.

For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - HRSSC

**Registered Office :**  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000. F +91 (0) 44 66227474  
www.randstad.in



**PRINCIPAL**  
SWAN KESAVAN AND INSTITUTE OF  
Technical Management & Operations  
Registration No. 22 of 20225

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

Date (mm/dd/yyyy): 06/17/2019

**STRICTLY CONFIDENTIAL**

Ragini Sharma  
D/o, Ravindra Kumar, 448, Govind Rav Ji Ka Rasta, Chandpol, Purani Basti, Jaipur, Jaipur, G.P.O,  
Rajasthan, Pin- 302001

Dear Ragini Sharma,

This has reference to your application and subsequent discussions. We are pleased to offer you the post of Executive Trainee and you will be functionally working as Executive Trainee in Grade STM at Bajaj Allianz Life Insurance Company Limited, as detailed in this letter. You are directed to report for duties on or before 06/17/2019(mm/dd/yyyy). In case if you do not communicate acceptance of the offer in two (2) days from the date of receipt of this offer, or fail to join duties on or before the Date of Joining mentioned above, this offer shall automatically stand withdrawn, and shall cease to exist. The Company, may, at its sole discretion, extend the period in writing.

**1. Location**

You shall be based at Jaipur (BP2) and you shall report to your senior designated person assigned to you as your reporting authority and work under his/her guidance and supervision.

**2. Transfer**

The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable with or without any prior notice or reasons, at the sole discretion of the Company, to any department or to any Office, Branch, Division of this Company or in any subsidiary of this Company or a group or affiliate Company or your services may be seconded/deputed to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**3. Compensation Package**

Your compensation package will be as detailed in Annexure A. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawade, Pune - 411006 | Tel: (+91-20-66026777) | Fax: (+91-20-66026789)  
Toll Free no: 1800 209 7272 | Email: customers@bajajallianz.co.in | Website: www.bajajallianz.co.in  
CIN: 165610M12001PLC015953

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Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

| ANNEXURE A                     |                                       |               |                               |
|--------------------------------|---------------------------------------|---------------|-------------------------------|
| COMPENSATION ENTITLEMENT SHEET |                                       |               |                               |
|                                |                                       |               | Date(mm/dd/yyyy):- 06/17/2019 |
| Name                           | Ragini Sharma                         |               |                               |
| Department                     | PSF                                   |               |                               |
| Position                       | Executive Trainee                     |               |                               |
| Description                    | Executive Trainee                     |               |                               |
| Internal Designation           | Executive Trainee                     |               |                               |
| Grade                          | STM                                   |               |                               |
| Location Code                  | (BP2)                                 | Location      | Jaipur                        |
|                                |                                       |               |                               |
| Sr. No.                        | Components                            | Rs. Per month | Rs. Per annum                 |
| 1                              | Fixed Basic                           | 6500          | 78000                         |
| 2                              | Minimum HRA                           | 1200          | 14400                         |
| 3                              | Conveyance Allowance                  | 2000          | 24000                         |
| 4                              | Telephone Allowance                   | 2000          | 24000                         |
| 5                              | Statutory Bonus                       | 1300          | 15600                         |
| 6                              | Flexible Benefits                     | 14054         | 168644                        |
| 7                              | Company's Provident fund contribution | 1800          | 21600                         |
| 8                              | Gratuity as per the act               | 313           | 3756                          |
|                                | <b>Total Fixed</b>                    | <b>29167</b>  | <b>350000</b>                 |
|                                | <b>Total Cost to Company</b>          |               | <b>350000</b>                 |

**Flexible Benefits:**

1. Children's Hostel Allowance - Rs. 300 per month per child up to a maximum of two children.
2. Children's Education Allowance - Rs. 100 per month per child up to a maximum of two children.
3. Leave Travel Allowance (L2A & Above) – For L2A Rs. 15,000 per annum and L3B and above up to the FBP balance amount limit.
4. National Pension Scheme (L2B & Above) - up to 10% of monthly basic salary.
5. Company Car (L4B & above) - One, can participate in the company car scheme, as applicable to the grade, part of the flexible benefit plan will be assigned toward the scheme, if one opts for a car under the scheme.
6. Superannuation (L4B & above) - 15% of Basic.

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel (+91-20-66026777) | Fax (+91-20-66026789)  
 Toll Free no. 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com  
 CIN: U66030PN3001PLC015959

**PRINCIPAL**  
 SWAMI KESHVANAND INSTITUTE OF  
 Technology, Management & Research  
 Regd. Office: Jaipur-302026



RefNo. IIR/2019/MT/0119

Date- May 21<sup>st</sup> 2019

Dear Mr. Rahul Kumar Sain,

It is our pleasure to offer employment to you on behalf of GREEN FORTUNE COMMUNICATIONS PRIVATE LIMITED (Formerly known as OPPO Mobiles Rajasthan Pvt. Ltd.), I further to the interview and discussions you had with us you are expected to join duty on 17/06/2019.

You are appointed to the position of MANAGEMENT TRAINEE). Your starting monthly TAKE HOME remuneration will be Rs 11822/- as attached Salary Break-up, You will be on a probation period of six months. You have to report us at sharp 9:30 A.M (Time schedule to be strictly followed).

After successful completion of the probation and review thereof, you will lie entitled to other allowances and benefits whatsoever as *per* policies of the organization. Regular performance reviews will be done to assess your suitability. You shall receive your payments on the 7th of every month.

You will *need* to submit all your qualification documents and copy of ID proof on the date of joining. Please send me acceptance for the same.

We look forward to an enduring relationship with yourself.

Thanks & Regards

Team HR

GREEN FORTUNE COMMUNICATIONS PRIVATE LIMITED  
[Formerly known as OPPO MOBILES (RAJASTHAN) PRIVATE LIMITED]  
Office: Plot No. 2 & 3, K-5 Klatipura, Jharkhand Mode, Jaipur- Raj. 302012  
Contact :- 0141-3966902, Email : [hvgopporajasthan.in](mailto:hvgopporajasthan.in), Website: [www.oppo.com](http://www.oppo.com)

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SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

# TECH INDIA SOLUTIONS PRIVATE LIMITED

I BUSINESS I CONSULTANCY I OUTSOURCE  
(Delivering Excellence in Complete Outsourced Solutions)



C-24-B, Malviya Nagar Industrial Area, Malviya Nagar, Jaipur (Rajasthan) – 302017

Private and Confidential

Date: 1-Sep-19

## Sub: Letter of Offer for Employment

Dear Rashmi

We are pleased to offer you an appointment in our organization as "HR Executive" with effect from 1-Sep-19

You will be paid CTC emoluments of **Rs. 20000 per Month.**

You shall be issued a detailed Appointment letter with terms and conditions post completing your 3 months' probation period.

This job offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment with **Tech India Solutions Pvt. Ltd.** and wish you a 100% and successful career with us.

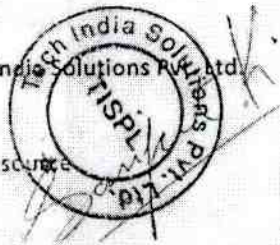
We are confident that your contribution will take us further in our journey towards becoming a "Great Place to Work".

We assure you of our support for your professional development and growth.

Yours t;

For Tech India Solutions Pvt. Ltd.

Human Resource



Accepted and Agreed

*Rashmi Kaloria*

PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

Corporate Office : 2nd Floor, E-29, Sector-11, Nokia (U.P) – 201 301  
Visit us : [www.techindiasolutionsin](http://www.techindiasolutionsin), email [contact@techindiasolutionsin](mailto:contact@techindiasolutionsin)



Dear Shivam,

Greetings from Zucol Solutions Pvt. Ltd !

We are pleased to offer you the position of "Finance Researcher & Analyst" at Jaipur office your joining date is **12th September' 2019**.

A formal letter shall be issued to you on your joining. You are requested to submit copies of the following and bring originals (Certificate, identity proof, relieving letter and experience certificate etc.) for verification. There will be 15 Days training Period, in which first 7 days of training you will be analysed on the basis of your performance and behavior, and in case of termination within 7 days of training than this tenure of 7 days will be unpaid.

**Kindly reply and confirm your acceptance on this mail.** These are the documents you need to bring at the time of joining :-

- 1 Resume
- 2 Photocopy of all relevant certificate - 10, 12, Diploma, Degree mark sheets
- 3 Photocopy of Id. Proof (any one of the following - Valid Passport, Driving License, Voter Id Card, Pan Card and Aadhar Card)
- 4 Experience certificate from previous employer's (If any)
- 3 Relieving letter from the previous employer (If any)
- 6 Copy of 3 months' salary slip from the previous employer (If any)
- 7 6 months bank statements (If any)
- 8 Copy of Pan Card
- 9 Three passport size photograph (Self)

**Note - Reporting time will be 10:00 AM.**

**Venue:- 2nd Floor, 201, Zucol solutions Pvt. Ltd. Signature Manglam Tower, behind Apex Bank, Lal Kothi, Tonk Road, Jaipur.**

Thanks & Regards  
**Anushka Khandelwal**  
HR-Executive  
Zucol Solutions Pvt. Ltd.  
7412036031

\*\*\*\*\*  
This Communication is for the exclusive use of the intended recipient (s) and shall not attach any liability on the originator or Zucol Solutions Pvt. Ltd./its Subsidiaries/its Group Companies. If you are the addressee, the contents of this email are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorization from the originator or Zucol Solutions Pvt. Ltd./its Subsidiaries/its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of Zucol Solutions Pvt. Ltd./its Subsidiaries/its Group Companies.

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Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

# SHREE SHYAM MOTORS

Authorised Representative  
of Dev Hero



15/JULY/2019

Sub :-Your Appointment as Marketing Activations Associate.

Dear Shivansh Srivastava,

We are pleased to inform you that you have been appointed to the position of marketing activations associate at shree shyam motors.

Your cost will be RS 2,00,000 ( Rupees TWO LAKH(S) Only ) per annum .in addition to this you will be entitled for incentive as per incentives policy .

You are required to join us on the 5<sup>th</sup> January ,2020. the terms of employment. have been attached in annexure with this letter .

You may confirm your response to us by 20<sup>th</sup> December,2019. If you wish to discuss the details of your employment terms please get in touch with the undersigned. in the event that we do not hear from you within the mentioned date ,this offer will stand automatically withdrawn.

Look forward to your response .

Sincerely

Navin sharma



PRINCIPAL  
SWAMI KESHAVANAND INSTITUTE OF  
Technology, Management & Gramoth.  
Jagatpura, Japur-302025

SHREE SHYAM MOTORS Authorised Representative of Dev Hero

Plot No. 38-39, Near Toll Plaza, Chala, Neem Ka Thana, Distt.- Sikar (Raj.) Tel:9351914800

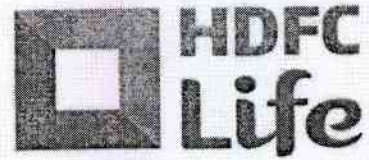
**Remuneration Details**

**Name :** Tanya Singh  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

|                                    | Assistant Manager |                 |
|------------------------------------|-------------------|-----------------|
|                                    | Monthly           | Annual          |
| Basic                              | 7000              | 84,000          |
| Supplementary Allowance *          | 13,500            | 1,62,000        |
| Superannuation Allowance **        | 1050              | 12,600          |
| <b>Total</b>                       | <b>21,550</b>     | <b>2,58,600</b> |
| Retirals                           |                   |                 |
| Retirals (PF, Gratuity) ***        | 1,423             | 17,076          |
| <b>Total CTC</b>                   | <b>22,973</b>     | <b>2,75,676</b> |
| Performance Linked Retention Pay # | 2,250             | 27,000          |
| <b>Total (incl PLRP)</b>           | <b>25,223</b>     | <b>3,02,676</b> |

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

**PRINCIPAL**  
 SWAMI KESHVANAND INSTITUTE OF  
 Technology, Management & Gramotha  
 Jagatpura, Jaipur-302025



Date: Thursday, 22 August 2019

To,

Vivek Soni  
805 kumawat colony, sodala, jaipur , rajasthan,302006,

Dear Vivek ,

Subject: Offer-cum-appointment letter.

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

Designation - SDM - Corporate Agency

Department - BroCA

Organizational Band/ Grade - J3

Location - Jaipur-Tonk Road

Date of Joining - Within 15 days of Monday, 26 August 2019

**Job Detail:**

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Compensation & other Benefits**

1. Your annual emoluments will be 180000 per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).

HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)

Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7pm (Local charges apply)  
202001 prdsh.why.courts@hdfclife.com

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Jagatpura, Jaipur-302025

Page 1 of 8



Annexure-1

Date: Thursday, 22 August 2019  
Name: Vivek Soni  
Designation: SDM - Corporate Agency  
Location: Jaipur-Tonk Road  
Band: J3

Fixed Cost To Company

| Particulars             | Annual        | Monthly      |
|-------------------------|---------------|--------------|
| Basic                   | 54000         | 4500         |
| House Rent Allowance    | 32400         | 2700         |
| Other Allowance         | 31056         | 2588         |
| Bonus                   | 24000         | 2000         |
| Tablet Allowance        | 12000         | 1000         |
| <b>Gross Salary</b>     |               | <b>12788</b> |
| Group Insurance Benefit | 7300          |              |
| Provident Fund          | 11647         |              |
| Gratuity                | 2610          |              |
| ESIC                    | 4987          |              |
| <b>Fixed CTC</b>        | <b>180000</b> |              |

Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.

You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

Note: The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives/VPP paid will be in accordance with the Payment of Bonus Act.

HDFC Life Insurance Company Limited (Formerly HDFC Standard Life Insurance Company Limited)

Corporate & Registered Office:

13<sup>th</sup> Floor, Locha Excelus, Apollo Mills Compound,  
N. M. Joshi Marg, Mahalaxmi, Mumbai - 400011

+91 22 6751 6666

1860-267-9999

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TECHNOLOGY, Jaipur & Ramotha  
Jaipur, 302025

# Session 2017-18

DIOLABS<sup>TM</sup>

OFFER LETTER

Date: 31/01/2018

Ms. AAYUSHI RAMDEO  
JAIPUR, RAJASTHAN

Dear AAYUSHI,

We are pleased to inform you that you have been selected for the position of Marketing Officer with DIOLABS.

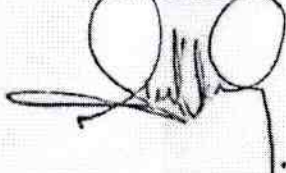
Your job will begin on Thursday, 01 Feb 2018. Your current remuneration is Rs.15000/- per month.

Your other benefits will be applicable after 6 month probation period.

We look forward to hearing back from you to accept this position.

Sincerely

FOR DIOLABS



Authorized Signatory

PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

RMZ Millenia, Level 1, Tower E., No. 26 & 27, Murphy Road, Ulsoor, Bangalore, India-560008

1 Pacific Highway Level 12, North Sydney, Australia, Zip: NSW 2060  
Email: info@diolabs.in, Website: www.diolabs.in



Ref No. C-110199

05-June-2018

**Anil Poonia**

Palri, Siddha, Jodhpur,  
Rajasthan, 342606  
Pin Code- 342606

Dear Anil,

**Sub : Offer letter for the position of Sr. Executive - Sales - Relationship Manager**

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of Sr. Executive. Your CTC would be Rs.240,000.00/- p.a. For CTC breakup and additional benefits, please go through the Annexure I, attached herewith.

As discussed you shall join duty on or before 08/06/2018 failing which this letter will be treated as cancelled.

At the time of your joining you would be required to submit the following Documents as per the list attached below.

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualification(s) Certificate (s).
3. Experience Certificate(s)
4. Copy of Relieving Letter or acknowledgement of Resignation letter from your last employer.
5. Last 3 months Salary Slip / Certificate.
6. Latest 2 Photograph (Passport Size)
7. NCFM Certificate (if available)
8. Declaration - Prohibition of Insider Trading Regulation
9. Pan Card Copy
10. Address Proof
11. HDFC Bank Account opening form/Existing HDFC Bank Account No.

You shall be on probation for a period of Six months and your services would be confirmed based on your performance.

You are required to bring all the above documents on your date of joining; If any of the mandatory documents such as Pan card in the case where acknowledgment is submitted and relieving letter needs to be submitted within 30days from the date of joining, in the event the documents are not submitted within 30 days of joining Angel Broking reserves to take disciplinary action which inter alia include holding of salary and subsequently termination from service without notice.

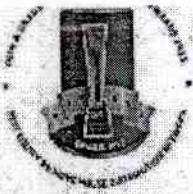
On your joining date, please meet Mr Vijay Bohara at 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.

On submission of your Joining Kit and other Documents as mentioned above, you will be issued a formal Appointment Letter explaining the terms & conditions in detail.

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Technology, Management & Gramotha  
Jagatpura, Jaipur-302025







COMPENSATION STRUCTURE-Annexure 1

|                 |               |
|-----------------|---------------|
| Name            | Anil Poonia   |
| Designation     | Sr. Executive |
| Date of Joining | 06/08/2018    |
| Grade           | M12           |

| Salary Component                        | Amount per month (INR) | Amount per annum (INR) | Details  |
|---|------------------------|------------------------|--|
| Basic                                   | 7,634                  | 91,608                 | 38.17% or 40% of Fixed Compensation if PF is opted or not opted respectively and is paid monthly, taxable as per IT Act            |
| HRA                                     | 3,817                  | 45,804                 | 50% of Basic Component, is paid monthly, non taxable subject to submission of rent receipt & as per IT Act                         |
| Conveyance                              | 1,600                  | 19,200                 | Fixed amount of Rs.1600 is paid monthly, non taxable up to Rs. 19,200 p.a.   |
| Medical Reimbursement                   | 1,250                  | 15,000                 | Fixed amount of Rs.1250 is paid monthly, non taxable up to Rs. 15,000 p.a. subject to submission of medical bills & as per IT Act. |
| Statutory Bonus                         | 583                    | 7,000                  | Statutory Bonus as per Payment of Bonus Act.   |
| Other Allowance                         | 3,972                  | 47,664                 | Paid monthly, non taxable subject to submission of proof of expense & as per IT Act  |
| <b>Gross Monthly Salary (A)</b>         | <b>18,856</b>          | <b>226,272</b>         |  |
| <b>Retiral Benefits</b>                 |                        |                        |  |
| Provident Fund Employer's Contribution  | 916                    | 10,992                 | Employer's contribution @12% of Basic Salary   |
| <b>Total Retiral (B)</b>                | <b>916</b>             | <b>10,992</b>          |  |
| <b>Annual Guaranteed Pay (A+B)</b>      | <b>19,772</b>          | <b>237,264</b>         |  |
| <b>Other Benefits</b>                   |                        |                        |  |
| Corporate Group Mediciclaim             | 192                    | 2,304                  | Mediciclaim Benefits provided to Family consists of Self, Spouse and 2 children  |
| Corporate Group Term Insurance          | 36                     | 432                    | Term Insurance benefit for Self to provide security in uncertain event   |
| <b>Total Other Benefits (C)</b>         | <b>228</b>             | <b>2,736</b>           |  |
| <b>Total Fixed Compensation (A+B+C)</b> | <b>20,000</b>          | <b>240,000</b>         |  |

# Gratuity is payable as per the Gratuity Payment Act, 1972.

\* ESIC will be deducted as per Employee State Insurance Act.

**PRINCIPAL**  
**SWAMI KESHVANAND INSTITUTE OF**  
**Technology, Management & Gramotha**  
**Jagatpura, Jaipur-302025**





**OFFER LETTER**

Date: 10/1/2018

Anurag Singh  
SKIT

Dear Anurag


**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of Department Manager (Trainee) at an annual compensation of INR 2.75 Lakhs\* on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be 7<sup>th</sup> June 2018. Any change would be communicated to you in due course.

You will be placed anywhere in India & your initial place of posting and other details will be communicated in due course before you join the organization.

We wish you a long and successful career with us!

  
Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true

Further details of your joining process will be communicated by our Human Resources team in due course.

**ACKNOWLEDGEMENT & ACCEPTANCE**

SIGNATURE: Anh NAME: Anurag Singh DATE: 11/01/2018

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagstpura, Jaipur-302025

**AIRPLAZA RETAIL HOLDINGS PRIVATE LIMITED**

- Corporate Office : Plot No 184, Platinum Tower, Fifth Floor,
- Udyog Vihar, Phase-I, Gurgaon, Haryana -122016
- Phone : +91-124-4980098/99



CIN : U52399TN2008PTC086278

Date: 30/03/2018

To,

Appali Mathu

JAI PALL

**Subject: Letter of Intent for Management Trainee Position at Airplaza Retail Holdings Private Limited**

Dear Appali,

Further to the interview you had with us, we are pleased to invite you to join Airplaza Retail Holdings Private Limited as a Management Trainee.

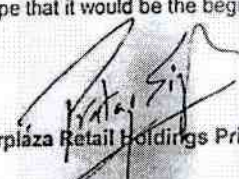
Annual Total CTC will be INR 325,000 (Rupees Three Lakh and Twenty Five Thousand Only) which includes an annual bonus of INR 25000, as detailed in Annexure.

Your Joining date will be confirmed to you via your Training and Placement Officer.

Please note that this appointment is provisional & is based upon the information provided by you, both in the application form & during the interview.

Kindly sign and acknowledge your acceptance of the offer and return a copy of the same to us via your placement coordinator.

We hope that it would be the beginning of a long and successful career for you with us.

  
For Airplaza Retail Holdings Private Limited



Accepted

PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jajpur-302025

25-07-2018

Hars h Vardhan  
Jaipur

Subject: LETTER OF OFFER

Dear Hars h,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of Certified Internet Consultant. You will be on probation for a period of six months from your date of joining which will be on or before 01-08-2018.

The annual compensation calculated on Cost to Company will be INR 273000/-.

Details of your compensation are as follows:

|   | Term                                | Salary          | Total  |
|---|-------------------------------------|-----------------|--------|
| 1 | First Six Months                    | Rs.18000 /-p.m. | 108000 |
| 2 | Revised Salary - After Six Months*  | Rs.21000 /-p.m. | 126000 |
|   | Performance Cum Retention Bonus**   | Amount          |        |
| 3 | End of 6 Months - One month Salary  | 18000           | 18000  |
| 4 | End of 12 Months - One month Salary | 21000           | 21000  |
|   | Total CTC per annum                 |                 | 273000 |

\*Revised Salary & Performance cum Retention Bonus (PCRB) are paid subject to satisfactory performance report at the end of 6 months and 12 months after successful completion of probation in writing.

Your place of posting will be Jaipur.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the JUST DIAL Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

Kudra Kactogi

  
PRINCIPAL

SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



Date:-05/03/2018

To,  
Ms. Khushboo Agarwal  
SKIT Campus  
Ramnagar, Jagatpura  
Jaipur-302017

Dear Khushboo Agarwal

**Sub: Offer Letter of Appointment**

We are please to confirm your appointment to the position of Sr. Relationship Manager in our Marketing Department. You will be based at our Jaipur Office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A".

**Appointment date:-05/03/2018**

**You will be commence duties on and before:-06/06/2018**

You will be remunerated by the payment of Rs. 3,12,000.00/- p.a. at Cost to Company basis subject to deductions for:

1. Medical Aid
2. Pension
3. As may be required of permitted in law, Collective Agreement, Arbitration Award

We eagerly look forward to have you on board.

We wish you a long and successful career with us!

For Educe-IT Services

  
Proprietor

**PRINCIPAL**

SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

137-138, Shanti Nagar, Kings Road, Nirman Nagar, Jaipur · Ph. : 98290-92835

E-mail : admin@educeit.com, info@educeit.com, educeit@gmail.com

Date: 18-August-2018

To,

Madhavi Rathore  
26-A, Deepak Colony,  
Shyampur Sanganer,  
Jaipur

Dear Madhavi Rathore,

Subject: Offer-Cum-Appointment Letter

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Standard Life Insurance Company will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

Designation - SDM - Corporate Agency

Department - Bancassurance -Broker

Organizational Band/ Grade - J3

Location - Jaipur-Tonk Road

Date Of Joining- Within 15 days of 18-August-2018

**Job Detail:**

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the company; you may at any time be called upon to discharge any other duties which in the opinion of the company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Compensation & other Benefits**

1. Your annual emoluments will be 180,000 per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Besides emoluments, based on your performance and the Company's performance, you may be eligible for variable pay/incentives or performance bonus as applicable to your grade, as declared by the Company from time to time.
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in :-
  - a) The Provident Fund Scheme and other retirement schemes, if any. The company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952
  - b) Medical Hospitalisation Scheme, as applicable.
  - c) Group Term Insurance plan, as applicable.

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagarpura, Jaipur-302025

Annexure-1

Date : 18-August-2018

Name : Madhavi Rathore

Designation : SDM - Corporate Agency

Location : Jaipur-Tonk Road

Band : J3

Fixed Cost To Company

| Particulars                           | Annual  | Monthly |
|---------------------------------------|---------|---------|
| Basic                                 | 54,000  | 4,500   |
| House Rent Allowance                  | 13,500  | 1,125   |
| Conveyance                            | 19,200  | 1,600   |
| Other Allowance                       | 9,491   | 791     |
| Bonus                                 | 24,000  | 2,000   |
| Daily Activity Allowance              | 24,000  | 2,000   |
| Tablet Allowance                      | 12,000  | 1,000   |
| Gross Salary                          | 156,191 | 13,015  |
| Group Insurance Benefit               | 7,300   |         |
| Provident Fund                        | 6,480   |         |
| Gratuity                              | 2,610   |         |
| Employees State Insurance Corporation | 7,419   |         |
| Fixed Cost To Company                 | 180,000 |         |
| Total Fixed Cost To Company           | 180,000 |         |

Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



maia developers pvt. ltd.

CS - 16, umf. ansal plaza, vaishali, ghaziabad - 201 010  
E info@maiadevelopers.com

Dear **Mohammad Azharuddin**,

This has reference to your application and subsequent interview you had with Maia Developers team.

We are pleased to offer you training with the Maia Group as "Assistant Manager Business Development"

Please accept our heartiest congratulations and we welcome you to our Pursuit of Excellence.

Your Date of joining is on or before 01st March 2018 at 10.00 A.M.

Please ensure that you bring in the following documents / papers on the day of your Training:

- 1) 6 passport size Photographs
- 2) Salary slips photocopy/ copy of their appointment letter of previous company (for experienced candidates)
- 3) A proof of resignation/ resignation letter acceptance proof from the previous employer (for experienced candidates)
- 4) Experience certificate (previous employers) and photocopy of education certificates
- 5) Photocopy of Photo ID (Passport, Driving License or Election Card)
- 6) A copy of your Pan Card
- 7) Two local references (names; personally & professionally, as applicable)
- 8) Family details (names along with DOB's for family members)
- 9) NOC from your respective college

\* Please Note, it is mandatory that you submit any one of the Educational Certificate in original (Which you would get after you serve one month notice period. This document will be returned to you at the time of separation from the organization). As a company standard policy, you will be required to complete a on the Job Training/probation period of 6 months.

Please feel free to reach me for any further discussion or clarification on the same, will be more than glad to extend further support!

Warm Regards,

For Maia Developers Pvt. Ltd.

  
(Authorised Signatory)

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagstpura, Jaipur-302025





**Angel Broking Limited**  
(Formerly known as Angel Broking Private Limited)

Ref No. C-112758

17-September-2018

**Neha Idnani**

9, New Gopal vihar, Bajrang Nagar, Nayapur,  
Kota, Rajasthan,  
Pin Code- 324001

Dear Neha,

**Sub : Offer letter for the position of Executive - Sales - Relationship Manager**

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of Executive. Your CTC would be Rs.216,000.00/- p.a. For CTC breakup and additional benefits, please go through the Annexure I, attached herewith.

As discussed you shall join duty on or before 19/09/2018 failing which this letter will be treated as cancelled.

At the time of your joining you would be required to submit the following Documents as per the list attached below.

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualification(s) Certificate (s).
3. Experience Certificate(s)
4. Copy of Relieving Letter or acknowledgement of Resignation letter from your last employer.
5. Last 3 months Salary Slip / Certificate.
6. Latest 2 Photograph (Passport Size)
7. NCFM Certificate (if available)
8. Declaration - Prohibition of Insider Trading Regulation
9. Pan Card Copy
10. Address Proof
11. HDFC Bank Account opening form/Existing HDFC Bank Account No.

You shall be on probation for a period of Six months and your services would be confirmed based on your performance.

You are required to bring all the above documents on your date of joining. If any of the mandatory documents such as Pan card in the case where acknowledgment is submitted and relieving letter needs to be submitted within 30 days from the date of joining, in the event the documents are not submitted within 30 days of joining Angel Broking reserves to take disciplinary action which inter alia include holding of salary and subsequently termination from service without notice.

On your joining date, please meet Mr Vijay Bohara at 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.

On submission of your Joining Kit and other Documents as mentioned above, you will be issued a formal Appointment Letter explaining the terms & conditions in detail.

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



CHARTERED FINANCIAL BROKER (C.F.B.) MEMBER OF THE STOCK EXCHANGES OF INDIA  
REGD. OFFICE: 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.  
REGD. OFFICE: 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.  
REGD. OFFICE: 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.



| COMPENSATION STRUCTURE-Annexure 1 |             |
|-----------------------------------|-------------|
| Name                              | Neha Idnani |
| Designation                       | Executive   |
| Date of Joining                   | 09/19/2018  |
| Grade                             | M14         |

| Salary Component                        | Amount per month (INR) | Amount per annum (INR) | Details  |
|---|------------------------|------------------------|--|
| Basic                                   | 6,871                  | 82,452                 | 38.17% or 40% of Fixed Compensation if PF is opted or not opted respectively and is paid monthly, taxable as per IT Act            |
| HRA                                     | 3,436                  | 41,232                 | 50% of Basic Component, is paid monthly, non taxable subject to submission of rent receipt & as per IT Act                         |
| Conveyance                              | 1,600                  | 19,200                 | Fixed amount of Rs.1600 is paid monthly, non taxable up to Rs. 19,200 p.a.   |
| Medical Reimbursement                   | 1,250                  | 15,000                 | Fixed amount of Rs.1250 is paid monthly, non taxable up to Rs. 15,000 p.a. subject to submission of medical bills & as per IT Act. |
| Statutory Bonus                         | 583                    | 7,000                  | Statutory Bonus as prt Payment of Bonus Act.   |
| Other Allowance                         | 3,207                  | 38,484                 | Paid monthly, non taxable subject to submission of proof of expense & as per IT Act  |
| <b>Gross Monthly Salary (A)</b>         | <b>16,947</b>          | <b>203,364</b>         |  |
| <b>Retiral Benefits</b>                 |                        |                        |  |
| Provident Fund Employer's Contribution  | 825                    | 9,900                  | Employer's contribution @12% of Basic Salary   |
| <b>Total Retiral (B)</b>                | <b>825</b>             | <b>9,900</b>           |  |
| <b>Annual Guaranteed Pay (A+B)</b>      | <b>17,772</b>          | <b>213,264</b>         |  |
| <b>Other Benefits</b>                   |                        |                        |  |
| Corporate Group Medclaim                | 192                    | 2,304                  | Mediclaime Benefits provided to Family consists of Self, Spouse and 2 children   |
| Corporate Group Term Insurance          | 36                     | 432                    | Term Insurance benefit for Self to provide security in uncertain event   |
| <b>Total Other Benefits (C)</b>         | <b>228</b>             | <b>2,736</b>           |  |
| <b>Total Fixed Compensation (A+B+C)</b> | <b>18,000</b>          | <b>216,000</b>         |  |

# Gratuity is payable as per the Gratuity Payment Act, 1972.

\* ESIC will be deducted as per Employee State Insurance Act.

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



# ICICI PRUDENTIAL

LIFE INSURANCE

09-May-2018

Dear **Prithvi Singh Rajawat,**

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in Level 1 of our Company. Your initial posting will be at Jaipur.

Your compensation details are as follows:

| Components                   | ₹ per annum      |
|------------------------------|------------------|
| Basic                        | 51000.00         |
| Flexible Compensation Plan   | 103426.90        |
| Employers Contribution to PF | 6120.00          |
| Gratuity                     | 2453.10          |
| Minimum Statutory bonus      | 7000.00          |
| <b>Total Fixed Pay</b>       | <b>170000.00</b> |

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Registered Office : ICICI Prudential Life Insurance Company Limited  
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025, India  
Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.icicirlife.com](http://www.icicirlife.com)

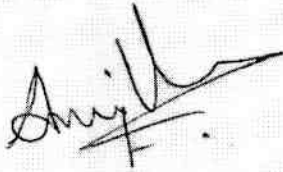
CIN : U66010MH2000PLC127837

**PRINCIPAL**  
SWAMI KESHWANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagstpura, Jaipur-302025.

# ICICI PRUDENTIAL

LIFE INSURANCE

Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : Prithvi Singh Rajawat Signature & date: \_\_\_\_\_

Registered Office : ICICI Prudential Life Insurance Company Limited  
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025  
Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.icicprulife.com](http://www.icicprulife.com)  
CIN : U66010MH2000PLC127837

PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

OFFER LETTER

Dated 31/01/2018

Ms. **PRATIKSHA MITTAL**

JAIPUR, RAJASTHAN

Dear Pratiksha,

We are pleased to inform you that you have been selected for the position of office Assistant with DIOLABS.

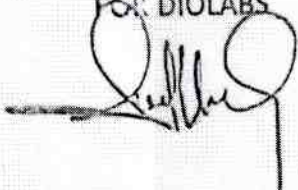
Your job will begin on Thursday, 01 Feb 2018. Your current remuneration is Rs.15000/- per month.

Your other benefits will be applicable after 6 month probation period.

We look forward to hearing back from you to accept this position.

Sincerely

FOR DIOLABS



Authorized Signatory

**PRINCIPAL**

SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha

RMZ Milleniz, Level 1, Tower B., No. 26 & 27, Murphy Road, Ulsoor, Bangalore, India, 5600302025  
Jaipur, India

1 Pacific Highway Level 12, North Sydney, Australia, Zip: NSW 2060

Emx: info@diolabs.in, Website: www.diolabs.in

WELCOME TO YOUR INTERESTS

6<sup>th</sup> December, 2017

**Priyanka Kumari**  
A-195 Sharad Nilay Kamnagaris  
Jagatpura, Jaipur  
PIN - 302025

**Bajaj Capital Limited**  
CIN: UC7120DL19C5FLC004336  
Registered Office: Bajaj Capital Ltd., E-15, Phase-1,  
G.T. Road, Jaipur - 302015, India  
Corporate & Head Office - 5th Floor, E-15, Phase-1,  
G.T. Road, Jaipur - 302015, India  
Tel: 0141-2600000, 0700000000  
Fax: (011) 26474635, 66661095  
email: info@bajajcapital.com  
email: hr@bajajcapital.com  
[www.bajajcapital.com](http://www.bajajcapital.com)  
Toll Free: 1800 - 3000 - 6666

Sub - Offer Letter for the Post of Client Service Officer

Dear Priyanka,

Please refer to your application for the above position and our further discussions had with you. We are pleased to inform you that you have been selected for the position of **Client Service Officer**. You shall join your duties on or before **20<sup>th</sup> December, 2017** at **Jaipur -Branch**.

You are being offered the above position on the basis of assurances of loyalty and honesty given by you and on the basis of authenticity and correctness of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This Offer Letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out in-house by the HR team or by a third party) from your institution, colleges, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this Offer Letter (including your appointment, if made) without any legal liability on the Company. In any of the above event(s), you agree to pay back to the Company the amount(s) paid to you, without any objection.

You are requested to submit the joining document(s) duly attested by a Gazetted Officer before your joining date, as per the enclosed Annexure. Till such time, the above document(s) are submitted to our satisfaction, this Offer Letter is to be considered as **PROVISIONAL**.

Wish you a long-term association with our Company.

For & on behalf of  
**Bajaj Capital Limited**

**Suneeta Mattoo Khanna**  
Chief People Officer & Head Transformation

Read, Agreed and Accepted:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

DP SERVICES

TAX SAVING

RETIREMENT

INVESTMENTS

**SEBI Approved Merchant Bankers**

SEBI Reg. No. IN/M/00/0540 (09/07/2005) (NSD) (01/08/2005)

Over 150,000+ members & growing, 10,00,000+ investors & more 1565 Jagatpura, Jaipur-302025

5 Times recipient of CNBC TV 18 Best Financial Services Awards (2011-2015) Includes 2016-17

Great Place To Work 2017 & The Economic Times Best FSI Brands 2017

**PRINCIPAL**

**SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha**

Jagatpura, Jaipur-302025



## Selections at Hotel Grand Mapple

vikas shrotriya <vikas\_shrotriya@yahoo.co.uk>

To

Honey Rathore, Anil Poonia, Trapti Madatwal, Rishabh Gupta, Elevation  
BCC

Savita Karwasra

28 Mar at 10:34 PM

Mail received from Hotel Grand Mapple:

We have short listed the following students.

- 1) Madhavi Rathore
- 2) Trapti Madatwal
- 3) Anil Poonia
- 4) Rishabh Gupta.

We propose to go ahead in the following manner.

- A) Selected students are required to Join from 01.04.2018 at the offered gross salary of Rs 16,000 per month.
- B) They will be allowed leave for exams as required by them.
- C) In July we will review the performance and will offer increment which will be valid till Oct 2019. (Our annual increment month)
- D) During the period April to July, the students will also have the clarity of the Job and offer from other companies.

Please inform which of the students from above list are ready to Join from 1<sup>st</sup> of April 2018.

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



OFFER LETTER

Date: 10/01/2018

Rishabh Gupta

SKIT

Dear Rishabh

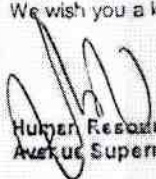
**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of Department Manager (Training) at an annual compensation of INR 2.75 Lakhs\* on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be 7<sup>th</sup> June 2018. Any change would be communicated to you in due course.

You will be placed anywhere in India & your initial place of posting and other details will be communicated in due course before you join the organization.

We wish you a long and successful career with us!

  
Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true

Further details of your joining process will be communicated by our Human Resources team in due course.

**ACKNOWLEDGEMENT & ACCEPTANCE**

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ 

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025



# ICICI PRUDENTIAL

LIFE INSURANCE

09-May-2018

Dear Riya Malviya,

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in Level 1 of our Company. Your initial positing will be at Jaipur.

Your compensation details are as follows:

| Components                   | ₹ per annum      |
|------------------------------|------------------|
| Basic                        | 51000.00         |
| Flexible Compensation Plan   | 103426.90        |
| Employers Contribution to PF | 6120.00          |
| Gratuity                     | 2453.10          |
| Minimum Statutory bonus      | 7000.00          |
| <b>Total Fixed Pay</b>       | <b>170000.00</b> |

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.


You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Registered Office : ICICI Prudential Life Insurance Company Limited  
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025, India.

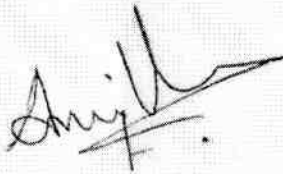
Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.iciciprulife.com](http://www.iciciprulife.com)

CIN : U66010MH2000PLC127837

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagstpura, Jaipur-302025

**ICICI PRUDENTIAL**  
LIFE INSURANCE

Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : Riya Malviya Signature & date: \_\_\_\_\_



Registered Office : ICICI Prudential Life Insurance Company Limited PRINCIPAL  
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025, India  
Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.icicprulife.com](http://www.icicprulife.com)  
CIN : U66010MH2000PLC127837

Date: 12-September-2018

To,

Shafaq Arif Ansari  
261/276,  
Pratap Nagar,  
Jaipur

Dear Shafaq Arif Ansari,

Subject: Offer-Cum-Appointment Letter

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Standard Life Insurance Company will be subject to your agreement/ acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:-

Designation - SDM - Corporate Agency

Department - Bancassurance - Vijaya Bank

Organizational Band/ Grade - J3

Location - Jaipur - Mahavir Marg

Date Of Joining- Within 15 days of 12-September-2018

Job Detail:

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the company, you may at any time be called upon to discharge any other duties which in the opinion of the company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

Compensation & other Benefits

1. Your annual emoluments will be 180,000 per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Besides emoluments, based on your performance and the Company's performance, you may be eligible for variable pay/incentives or performance bonus as applicable to your grade, as declared by the Company from time to time.
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in -
  - a) The Provident Fund Scheme and other retirement schemes, if any. The company will contribute 12% of your basic salary per month as its contribution and an equal amount will be deducted from your payroll as your contribution towards this fund as per the Provident Fund Act, 1952
  - b) Medical Hospitalisation Scheme, as applicable.
  - c) Group Term insurance plan, as applicable.

Annexure-1

Date : 12-September-2018

Name : Shafaq Arif Ansari

Designation : SDM - Corporate Agency

Location : Jaipur - Mahavir Marg

Band : J3

Fixed Cost To Company

| Particulars              | Annual  | Monthly |
|--------------------------|---------|---------|
| Basic                    | 54,000  | 4,500   |
| House Rent Allowance     | 13,500  | 1,125   |
| Conveyance               | 19,200  | 1,600   |
| Other Allowance          | 9,481   | 791     |
| Bonus                    | 24,000  | 2,000   |
| Daily Activity Allowance | 24,000  | 2,000   |
| Tablet Allowance         | 12,000  | 1,000   |
| Gross Salary             | 156,191 | 13,016  |
| Group Insurance Benefit  | 7,300   |         |
| Provident Fund           | 6,480   |         |
| Gratuity                 | 2,610   |         |
| ESIC                     | 7,419   |         |
| Fixed CTC                | 180,000 |         |

Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.

You will be eligible to be enrolled into sales incentive schemes as and when announced by the company.

Note: The Bonus/Advance Bonus component shown above would be paid as part of the monthly salary. All payments made towards Bonus/Sales Incentive/VPP paid will be in accordance with the Payment of Bonus Act.

  
**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

HRD/InfosysBPM/13061880

12-February-19

Ms. Shikha Vijay

56, Nagrik Nagar, Near Airport boundary, Tonk Road, Jaipur  
Jaipur

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Shikha Vijay,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"). We are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being mutually fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |                           |   |                   |
|---------------------------|---|-------------------|
| a) Role                   | : | Process Executive |
| b) Role designation       | : | Process Executive |
| c) Job Level              | : | 2B                |
| d) Date of Joining        | : | 18-February-19    |
| e) Location of Posting    | : | Jaipur SEZ        |
| f) Gross Salary per month | : | Rs. 12731/-       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "Infosys Performance & Loyalty 2.08 Plan", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite qualifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

Company Confidential

PRINC Sign your name  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

Dear Shivangi kumari,

Welcome to UnitedCapitalClub - The Success Hub!!!  
A unit of UCC tourism services Pvt Ltd.

We congratulate you for your thoughtful & wise decision to join the club & we wish you all the best in your journey of transforming your dream to reality!

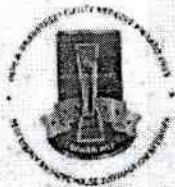
Your joining details are follows

|             |                       |
|-------------|-----------------------|
| Member Name | Shivangi kumari       |
| Job Profile | Business Executive    |
| User ID     | 40601888              |
| Password    | ptn123                |
| Sponsor     | 40582070-Satish kumar |

Looking forward to your contributions in the success & growth of yourself & United Capital Club

With best regards,  
United Capital Club - The success Hub  
A unit of UCC tourism services Pvt Ltd.

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jajpur-302025



Ref No. C-110329

11-June-2018

Shivani D angayach  
H.No.107 Kharokothiwalo ka Mohalla,  
Chomu, Hadota, Jaipur Rajasthan  
Pin Code- 303702

Dear Shivani D,

**Sub : Offer letter for the position of Executive - Sales - Relationship Manager**

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of Executive.  
Your CTC would be Rs.216,000.00/- p.a. For CTC breakup and additional benefits, please go through the Annexure I, attached herewith.

As discussed you shall join duty on or before 13/06/2018 failing which this letter will be treated as cancelled.  
At the time of your joining you would be required to submit the following Documents as per the list attached below.

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualification(s) Certificate (s).
3. Experience Certificate(s)
4. Copy of Relieving Letter or acknowledgement of Resignation letter from your last employer.
5. Last 3 months Salary Slip / Certificate.
6. Latest 2 Photograph (Passport Size)
7. NCFM Certificate (if available)
8. Declaration - Prohibition of Insider Trading Regulation
9. Pan Card Copy
10. Address Proof
11. HDFC Bank Account opening form/Existing HDFC Bank Account No.

You shall be on probation for a period of Six months and your services would be confirmed based on your performance.

You are required to bring all the above documents on your date of joining. If any of the mandatory documents such as Pan card in the case where acknowledgment is submitted and relieving letter needs to be submitted within 30 days from the date of joining, in the event the documents are not submitted within 30 days of joining Angel Broking reserves to take disciplinary action which inter alia include holding of salary and subsequently termination from service without notice.

On your joining date, please meet Mr Vijay Bohara at 2/3, 1st Flr., Multi Story Complex, 1st M. I. Road, Opp. Amrapura Temple, Jaipur - 302 001.

On submission of your Joining Kit and other Documents as mentioned above, you will be issued a formal Appointment Letter explaining the terms & conditions in detail.

PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025





| COMPENSATION STRUCTURE-Annexure 1 |                    |
|-----------------------------------|--------------------|
| Name                              | Shivani D angayach |
| Designation                       | Executive          |
| Date of Joining                   | 06/13/2018         |
| Grade                             | M14                |

| Salary Component                        | Amount per month (INR) | Amount per annum (INR) | Details  |
|---|------------------------|------------------------|--|
| Basic                                   | 6,871                  | 82,452                 | 38.17% or 40% of Fixed Compensation if PF is opted or not opted respectively and is paid monthly, taxable as per IT Act            |
| HRA                                     | 3,436                  | 41,232                 | 50% of Basic Component, is paid monthly, non taxable subject to submission of rent receipt & as per IT Act                         |
| Conveyance                              | 1,600                  | 19,200                 | Fixed amount of Rs.1600 is paid monthly, non taxable up to Rs. 19,200 p.a.   |
| Medical Reimbursement                   | 1,250                  | 15,000                 | Fixed amount of Rs.1250 is paid monthly, non taxable up to Rs. 15,000 p.a. subject to submission of medical bills & as per IT Act. |
| Statutory Bonus                         | 583                    | 7,000                  | Statutory Bonus as prt Payment of Bonus Act.   |
| Other Allowance                         | 3,207                  | 38,484                 | Paid monthly, non taxable subeject to submission of proof of expense & as per IT Act   |
| <b>Gross Monthly Salary (A)</b>         | <b>16,947</b>          | <b>203,364</b>         |  |
| <b>Retiral Benefits</b>                 |                        |                        |  |
| Provident Fund Employer's Contribution  | 825                    | 9,900                  | Employer's contribution @12% of Basic Salary   |
| <b>Total Retiral (B)</b>                | <b>825</b>             | <b>9,900</b>           |  |
| <b>Annual Guaranteed Pay (A+B)</b>      | <b>17,772</b>          | <b>213,264</b>         |  |
| <b>Other Benefits</b>                   |                        |                        |  |
| Corporate Group Mediclaim               | 192                    | 2,304                  | Mediclaim Benefits provided to Family consists of Self, Spouse and 2 children  |
| Corporate Group Term Insurance          | 36                     | 432                    | Term Insurance benefit for Self to provide security in uncertain event   |
| <b>Total Other Benefits (C)</b>         | <b>228</b>             | <b>2,736</b>           |  |
| <b>Total Fixed Compensation (A+B+C)</b> | <b>18,000</b>          | <b>216,000</b>         |  |

# Gratuity is payable as per the Gratuity Payment Act, 1972.

\* ESIC will be deducted as per Employee State Insurance Act.

**PRINCIPAL**  
**SWAMI KESHVANAND INSTITUTE OF**  
**Technology, Management & Gramotha**  
**Jagadpura, Jainur-302025**



Corporate Office: 5th Floor, Park Road, Sector 16, Gurgaon, Haryana. Phone: 0120-2242400, 2242401, 2242402, 2242403, 2242404, 2242405, 2242406, 2242407, 2242408, 2242409, 2242410, 2242411, 2242412, 2242413, 2242414, 2242415, 2242416, 2242417, 2242418, 2242419, 2242420, 2242421, 2242422, 2242423, 2242424, 2242425, 2242426, 2242427, 2242428, 2242429, 2242430, 2242431, 2242432, 2242433, 2242434, 2242435, 2242436, 2242437, 2242438, 2242439, 2242440, 2242441, 2242442, 2242443, 2242444, 2242445, 2242446, 2242447, 2242448, 2242449, 2242450, 2242451, 2242452, 2242453, 2242454, 2242455, 2242456, 2242457, 2242458, 2242459, 2242460, 2242461, 2242462, 2242463, 2242464, 2242465, 2242466, 2242467, 2242468, 2242469, 2242470, 2242471, 2242472, 2242473, 2242474, 2242475, 2242476, 2242477, 2242478, 2242479, 2242480, 2242481, 2242482, 2242483, 2242484, 2242485, 2242486, 2242487, 2242488, 2242489, 2242490, 2242491, 2242492, 2242493, 2242494, 2242495, 2242496, 2242497, 2242498, 2242499, 2242500.





Date:-05/03/2018

To,  
Mr. Shobhit Sethi  
SKIT Campus  
Ramnagar, Jagatpura  
Jaipur-302017

Dear Shobhit Sethi

**Sub: Offer Letter of Appointment**

We are please to confirm your appointment to the position of Sr. Relationship Manager in our Marketing Department. You will be based at our Jaipur Office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed here to marked "A".

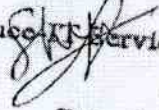
**Appointment date:-05/03/2018****You will be commence duties on and before:-06/06/2018**

You will be remunerated by the payment of Rs. 3,12,000.00/- p.a. at Cost to Company basis subject to deductions for:

1. Medical Aid
2. Pension
3. As may be required of permitted in law, Collective Agreement, Arbitration Award

We eagerly look forward to have you on board.

We wish you a long and successful career with us!

For Educe-IT Services  
  
Proprietor

**PRINCIPAL**  
SWAMI KESHWANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

137-138, Shanti Nagar, Kings Road, Nirman Nagar, Jaipur . Ph. : 98290-92835  
E-mail : admin@educeit.com, info@educeit.com, educeit@gmail.com

**AIRPLAZA RETAIL HOLDINGS PRIVATE LIMITED**

Corporate Office : Plot No 184, Platinum Tower, Fifth Floor,  
Khyas Vihar, Phase-1, Gurgaon, Haryana -122016  
Phone : +91-124-4980098/99



CIN : U52399TN2008PTC066278

Date: 30/03/2018

To,

Sumanth Khatri

SKIT - Jaipur

Subject: Letter of Intent for Management Trainee Position at Airplaza Retail Holdings Private Limited

Dear Sumanth

Further to the interview you had with us, we are pleased to invite you to join Airplaza Retail Holdings Private Limited as a Management Trainee.

Annual Total CTC will be INR 325,000 (Rupees Three Lakh and Twenty Five Thousand Only) which includes an annual bonus of INR 25000, as detailed in Annexure.

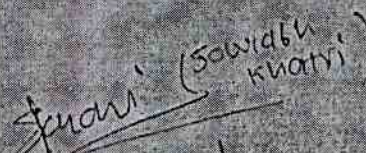
Your joining date will be confirmed to you via your Training and Placement Officer.

Please note that this appointment is provisional & is based upon the information provided by you, both in the application form & during the interview.

Kindly sign and acknowledge your acceptance of the offer and return a copy of the same to us via your placement coordinator.

We hope that it would be the beginning of a long and successful career for you with us.

  
For Airplaza Retail Holdings Private Limited

  
**Accepted**  
PRINCIPAL  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

Registered Office : 5th Floor, Mookambika Complex, No. 4, Lady Desika Road, Mylapore, Chennai - 600 004, India

Scanned by CamScanner

## Selections at Hotel Grand Mapple

vikas shrotriya <vikas\_shrotriya@yahoo.co.uk>

To

Honey Rathore, Anil Poonia, Trapti Madatwal, Rishabh Gupta, Elevation

BCC

Savita Karwasra

28 Mar at 10:34 PM

Mail received from Hotel Grand Mapple:

We have short listed the following students.

- 1) Madhavi Rathore
- 2) Trapti Madatwal
- 3) Anil Poonia
- 4) Rishabh Gupta.

We propose to go ahead in the following manner.

- A) Selected students are required to Join from 01.04.2018 at the offered gross salary of Rs 16,000 per month.
- B) They will be allowed leave for exams as required by them.
- C) In July we will review the performance and will offer increment which will be valid till Oct 2019. ( Our annual increment month)
- D) During the period April to July, the students will also have the clarity of the Job and offer from other companies.

Please inform which of the students from above list are ready to Join from 1<sup>st</sup> of April 2018.

  
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Technology, Management & Gramotha  
Jagstpura, Jalpur-302025

## Appendix 1

| COMPENSATION DETAILS                          |                                |
|---|--------------------------------|
| Name  | Varsha Agarwal                 |
| Role Designation                              | Junior Accountant              |
| Job Level                                     | 2B                             |
| Date of Joining                               | June 25, 2018                  |
| Location of Posting                           | Jaipur SEZ                     |
| <b>Fixed Components</b>                       | <b>Amount in INR per month</b> |
| Basic   | 8600                           |
| Fixed Dearness Allowance (FDA)                | 1100                           |
| Basket of Allowances (BOA)*                   | 0                              |
| <b>Sub Total 1</b>                            | <b>9700</b>                    |
| <b>Statutory Components</b>                   |                                |
| Company Contribution to Provident Fund        | 1164                           |
| Gratuity                                      | 467                            |
| Bonus   | 1400                           |
| <b>Sub Total 2</b>                            | <b>3031</b>                    |
| <b>Gross Salary per month - Sub Total 1+2</b> | <b>12731</b>                   |
| <b>Total Annual CTC</b>                       | <b>152772</b>                  |

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

|  |         |
|--|---------|
| Voice Allowance (paid monthly on individual performance and allocation to a voice process) | Rs 2500 |
| Shift Allowance (paid monthly if you are working in night shift)                           | Rs 1500 |

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

| Offered by:              | Candidate:          | SAP data generated by | SAP data updated by |
|--------------------------|---------------------|-----------------------|---------------------|
| Date: 21-June-18         | Date: _____, 20____ | Date: _____, 20____   | Date: _____, 20____ |
| Sign your name           | Sign your name      | Sign your name        | Sign your name      |
| Mr. Amit Omprakash Yadav | Varsha Agarwal      | Print your name       | Print your name     |
| Print your name          | Print your name     | Emp. No. Dept. Name   | Emp. No. Dept. Name |
| 00996996 HRD             |                     |                       |                     |
| Emp No. Dept. Name       |                     |                       |                     |

Company Confidential

Sign your name  
Page 7 of 12

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

# Vinayal ENTERPRISES

WATER SUPPLY SYSTEMS, RCC OVERHEAD WATER TANKS, COLONIZERS, DEVELOPERS, EARTHMOVERS MACHINES & ALLIED WORKS

Date: 05/01/2018

To:  
Mr. Vivek Sharma  
K 13-14 Ram Nagar Extension Sodala  
Jaipur  
Re: OFFER LETTER OF APPOINTMENT

We are pleased to confirm your appointment to the position of Junior Site In charge in our construction department. You will be based at our Jaipur office.

Briefly, the work for which you are employed will be set out in the job description recorded in the document annexed hereto marked "A".

Appointment date 05/01/2018

You will commence duties on 06/01/2018.

#### Earnings

You will be remunerated by the payment to you of a salary of Rupees 12000.00 per month, subject to deductions for:

- 1 Medical Aid
- 2 Pension
- 3 As may be required or permitted in law, Collective Agreement, Court Order or Arbitration Award.

This letter of appointment will accompany, and form part of a suite of documents recording, inter alia, the terms and conditions of your employment and the company's policy on various matters: which policies may from time to time be altered or amended by the company at its discretion.

For Vinayal Enterprises

Yours sincerely,

  
Proprietor  
Human Resources Director

I, Sanjay Sharma, acknowledge that I have received, read through and understand the contents of this letter and the suite of documents recording the terms and conditions of my employment and the company's policy on various matters.

For Vinayal Enterprises

Signature:

Date:

  
Proprietor

**PRINCIPAL**  
SWAMI KESHVANAND INSTITUTE OF  
Technology, Management & Gramotha  
Jagatpura, Jaipur-302025

RESIDENCE: C-61, BIDAWAI MARG, AMBABARI, JAIPUR-302023. PH: 0141-2234360

# Session 2016-17

# Reliance SMSL Limited

Ref : SMSL/64696134/14430834/030821/2130

Date : 3 Aug 2021

Shiv Charan Sharma

B 372 C Sangam Path,  
Prdhan Marg Malviya Nager , Jaipur,  
Jaipur, Rajasthan - 302017

## Offer cum Appointment Letter

Dear **Shiv Charan Sharma**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **Jio Point Manager Baytoo Bhopji**. Your base location would be **Baytoo Bhopji**.

You will join us on or before **5 Aug 2021**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 2,75,000 /- per annum ( INR TWO LAKH SEVENTY FIVE THOUSAND only )** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

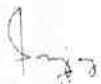
Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.  
Sincerely yours,

**Reliance SMSL Limited**



**Authorized Signatory**

**Signature of the Employee:**

Date: 3 Aug 2021

Page 1 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lakshya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

# Reliance SMSL Limited

## Annexure - I

| Name : Shiv Charan Sharma                           |               |                 |
|---|---------------|-----------------|
| Grade : K4  |               |                 |
| Designation : Senior Executive                      |               |                 |
|   |               |                 |
| Payments  | Monthly (INR) | Annual (INR)    |
| Basic   | 13,750        | 1,65,000        |
| House Rent Allowance                                | 9,167         | 1,10,000        |
| Conveyance Allowance                                | 0             | 0               |
| <b>Gross Compensation</b>                           | <b>22,917</b> | <b>2,75,000</b> |
| Provident Fund (Employer Contribution - As per Act) | 1,650         | 19,800          |
| Bonus (As per Act)                                  | 653           | 7,833           |
| ESIC (Employer Contribution - As per Act)**         | 0             | 0               |

Note :

\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.

\* It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.

**Signature :**

Date: 3 Aug 2021

Page 2 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
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# Reliance SMSL Limited

## Annexure – II

### TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

Date: 3 Aug 2021

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# Reliance SMSL Limited

10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.
12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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# Reliance SMSL Limited

19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - a. Return to work within 8 days from the commencement of such absence
  - b. Give an explanation to the satisfaction of the Management regarding such absence.
21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
  - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
  - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

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# Reliance SMSL Limited

- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a 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 will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

Date: 3 Aug 2021

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# Reliance SMSL Limited

34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Shiv Charan Sharma

Signature :

Date: 3 Aug 2021

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Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)  
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## Offer Letter

[madhusudannimbark98@gmail.com](mailto:madhusudannimbark98@gmail.com)

Dear,

madhusudan nimbark

With reference to your Campus recruitment dated 2<sup>nd</sup> Feb, 2017 and the subsequent interview we had with us on 2<sup>nd</sup> Feb, 2017

I am pleased to offer you the position of **Marketing Executive** initially and it will be upgraded as per your performance after the probation period. You are requested to report our corporate office at **KDS Group, 617,6th Floor IT Square building, Greater Noida (UP-201308)** on 10<sup>th</sup> Feb 2017 sharp between 10-11am .

Personal resume submitted by you during interview is the main document available with us at the time of releasing the offer letter.

You will be issued a detailed appointment letter on successful completion of your pre-employment Background Check and details, Police Verification and Society's Induction and Training Program.

You are requested to please bring the following documents on reporting day, failing which your reporting date will be extended .

| Sr. No | List Of Documents   | No. Of Copies                  |
|--------|---|--------------------------------|
| 1.     | Educational Credentials   | 1 (Xerox)                      |
| 2.     | Address Proof   | 2 (Xerox)                      |
| 3.     | Photo ID (Driving License/Voter ID/Passport)                    | 2 (Xerox)                      |
| 4.     | Salary Slip (Last 3 months)                                     | 2 (Xerox)/ NA for Fresher      |
| 5.     | Relieving/Experience Letter from Last Employer/NOC from college | 1 each (Xerox)/ NA for Fresher |
| 6.     | PANCARD   | 1 (Xerox)                      |
| 7.     | Photographs (Passport Size)                                     | 2                              |

### Provided facilities for our KDS Employees:

KDS Group is one of the best companies which is providing accommodation facilities along with best paying scale to our KDS Members .i.e.up to**Rs.35000**.

#### Note:

- 1) The candidates are advised to confirm the requirement of any facilities regarding accommodation, transportation and fooding along with arrival schedule and timings positively by 6<sup>th</sup> Feb 2017.
- 2) Also, if the individual don't want to avail any facility from company side then they must have to fill the attached Declaration Form and duly signed by Guardian and counter signed by College administration along with the approval and verification.
- 3) A PDC against the security amount will be given to the individual at the time of Documentation and joining.
- 4) A Company visit will be provided to all employees after documentation and joining formalities.

Regards,

Abhishek Shukla

Branch Manager

9821585186



Search

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Outlook

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Ramgarh1 Br... 60

Rajesh Bhw... 269

Prasanta Ro... 206

Arunabh Sen... 77

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### Joining Confirmation

This message was sent with High importance

Karan Rajawat

Thu 12 2019 11:11

Ramgarh1 Branchhead; Ramgarh1 Operationshead; Neha Goel; Rajesh Bhwani; Hemant Kapoor

Hi,

This is to inform you that following candidates has joined N1268:Ramgarh Branch

| Name                 | Designation       | Role | Branch               |
|----------------------|-------------------|------|----------------------|
| Divya Saraf (207300) | Assistant Manager | CSO  | N1268:Ramgarh Branch |

Regards,

Karan Singh Rajawat

Human Resources – Jaipur Circle

+919887005142



Maneesha Kaushik <maneesha.kaushik@skit.ac.in>

**Fw: letter for training**

1 message

Mon, Aug 16, 2021 at 1:04 PM

vikas shrotriya <vikas\_shrotriya@yahoo.co.uk>  
To: "maneesha.kaushik@skit.ac.in" <maneesha.kaushik@skit.ac.in>

----- Forwarded message -----

From: savita karwasra <savitakarwasra@gmail.com>  
To: "vikas\_shrotriya@yahoo.co.uk" <vikas\_shrotriya@yahoo.co.uk>  
Sent: Saturday, 7 May 2016, 14:33:04 GMT+5:30  
Subject: Fwd: letter for training

**Dr. Savita Choudhary**  
**Asst. Professor**  
**Admission, Placement & Student Engagement Coordinator**  
**Department of Management Studies**  
**SKIT**  
Ramnagar, Jagatpura  
Jaipur 302025, India  
Mob : +91 9680080686  
Office No. 0141-5160400 Ext. 258  
email: savitakarwasra@gmail.com

----- Forwarded message -----  
From: DEEPAK VIJAY <vijaydeepak193@gmail.com>  
Date: Sat, May 7, 2016 at 2:01 AM  
Subject: Fwd: letter for training  
To: savitakarwasra@gmail.com

----- Forwarded message -----  
From: HR MML <hr@multimetals.in>  
Date: Sat, May 7, 2016 at 1:59 AM  
Subject: letter for training  
To: vijaydeepak193@gmail.com

Good Noon Deepak,

This is to inform you that you are being selected as a **Trainee** in Marketing Department under guidance of Mr.H.N.Gupta in our organisation.  
Your training period will be from June 1st to July 30th.

Warm regards,  
HR Department  
Multimetals Ltd





Maneesha Kaushik <maneesha.kaushik@skit.ac.in>

**Fwd: Result of Campus Interview on 22/2/2017**

2 messages

Mon, Jun 28, 2021 at 12:56 PM

Dr Savita <deanmba@skit.ac.in>  
To: maneesha.kaushik@skit.ac.in

----- Forwarded message -----

From: MBA Account <mba@skit.ac.in>  
Date: Sat, Mar 4, 2017 at 9:32 AM  
Subject: Fwd: Result of Campus Interview on 22/2/2017  
To: <deanmba@skit.ac.in>

----- Forwarded message -----

From: Shantaram Sonawane <sonawane@desaibrothers.com>  
Date: Fri, Mar 3, 2017 at 4:26 PM  
Subject: Result of Campus Interview on 22/2/2017  
To: mba@skit.ac.in, savitakarwasra@gmail.com  
Cc: Abhimanyu Gujjar <abhimanyu.g@desaibrothers.com>

To

Mr. Vikas

T & P Incharge

Swami Keshwanand Institute of Technology

Dear Mr. Vikas

We thanks to you & institute for sending your students for campus interview at Jaipur National University on 22/2/2017.

We are pleased to select following student for the post of Management Trainee – Marketing.

The various terms and conditions discussed & agreed with the individual student are mentioned below for your kind perusal please.

|   |   |
|---|---|
| Designation                                     | Management Trainee (One Year)               |
| CTC during Training Period                      | 2.50 LPA                                    |
| Place of Training                               | Anywhere in Rajasthan & Hissar              |
| Designation after completion of Training Period | Area Sales Manager (ASM)                    |
| Place of posting                                | Class – B / C type of City / Town           |
| CTC at ASM                                      | 2.90 LPA                                    |
| Other policies.                                 | Excellent Training facilities, Very Good HR |

ABHISHEK JANGIR

SWAMI KESHWANAND INSTITUTE & TECHNOLOGY

- We congratulate Mr. Abhishek and Welcome him to Desai Brothers Limited.
- We advise you to send the written commitment for joining from him in prescribed format.
- You and student can be in touch with my Jaipur HR colleagues Mr. Abhimanyu - 09549653688 / 09829898260

THANKS AND REGARDS,

**Shantaram Sonawane,**

Head HR,

Desai Brothers Ltd.

www.desaibrothers.com



cell : +91- 7620368884 .

Phone : +91-20-26004100 (ext: 289)

Fax : +91-20-26004110



Desai Brothers Ltd. Desai House, F.P. No 177/2, Dhole Patil Road, Pune 411001.

**P** Print this email only if required. Thanks for opting to share information electronically. We support the cause of saving paper and in turn saving our environment.

-----  
Desai Brothers Ltd, India

Savita Choudhary <savitakarwasra@gmail.com>  
To: maneesha.kaushik@skit.ac.in

Sat, Aug 14, 2021 at 3:25 PM

**Dr. Savita Choudhary**  
**Associate Professor**  
**Admission, Placement & Student Engagement Coordinator**

of 3

16-Aug-21, 1:46 PM

**Department of Management Studies**

**SKIT**

Ramnagaria, Jagatpura

Jaipur 302025, India

Mob : +91 9680080686

Office No. 0141-5160400 Ext. 258

email: savitakarwasra@gmail.com

----- Forwarded message -----

From: **ABHISHEK JANGIR** <abhijangir7@gmail.com>

Date: Mon, Jun 28, 2021 at 2:29 PM

Subject: Re: Result of Campus Interview on 22/2/2017

To: <savitakarwasra@gmail.com>

[Quoted text hidden]

Date: 2020-10-19

Dear Abhishek Jhangir,

Greetings!!!

We are pleased to appoint you in the services of Click Labs Pvt. Ltd. on the terms and conditions detailed in this letter.

Your designation shall be **Executive - Operations**.

Further details are as follows:

**Annual Salary:** 4 LPA

**Date of Joining:** 2nd November, 2020

**Department:** Operations

You are requested to provide acceptance by End of Day, or else the same will be revoked after the said timelines. Along with the acceptance to this mail, please share the scanned copy of the following documents:

- 10th Certificate
- ID Proof (Aadhar card/Passport/Voter Card)
- Passport Size Photograph
- Resignation acceptance letter/mail or Experience letter if any

If you have any queries, feel free to get in touch with us at:  
Kanika Kaushal (Manager - Recruitment)- 9646448707  
Alka (Assistant Manager) - 7009508608

\*Please remember, this is only an offer and can be revoked by the Company, subject to background verification of your credentials, past employer reference check and salary details. This offer is in conformity with appropriate legislation, in particular the Indian Contract Act, wherein we hold an absolute right of revocation. We extend this offer based upon your verbal representations regarding the above mentioned.

We look forward to your long and fruitful career association with our organisation.  
If you decide to join us, 'Welcome to Click Labs Pvt. Ltd. !'

Regards  
Click Labs Pvt. Ltd.

**Subject: Offer Letter**

Dear Candidate,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you employment opportunity at Click Labs Pvt. Ltd.

You are requested to bring or produce the following documents at the time of joining to enable us to complete your personal records:

1. Date of Birth Proof (Original and photo copy of Matriculation certificate/ Birth Certificate)
2. Original of educational qualification certificates - Photocopies duly self-attested
3. All technical & professional certificates – scanned copies / photocopies duly self-attested.
4. Recent passport size photograph (one copy)
5. Copies of all employment certificates, as mentioned in your bio-data/application
6. Copy of last 3 pay slips/Salary certificate issued by previous employer
7. Experience & Relieving Certificate from previous employer
8. Photo ID Proof (Aadhaar Card, Pan Card, Driving License & Passport) duly self-attested
9. Address Proof (Aadhaar Card/Passport/Ration Card etc.) Self -attested.

This offer of employment is subject to the satisfactory reference checks and verification of documents. During the reference check, if any information provided by you in Application Form/Interview is found to be incorrect/false, the Company reserves the right to withdraw this offer without further notice or can take up disciplinary action as per disciplinary guidelines applicable in the company post joining.

The formal appointment letter will be issued to you after your joining only post submission of all your joining documents.


Please note that initially you will be on probation for a period of three (3) months from the actual date of joining with us.

Click-labs Pvt. Ltd.,  
IT Park, Plot No. 16, Sector 22,  
Panchkula (134109), Haryana, India,  
Phone: +91-8558899698

As a token of acceptance, kindly sign the duplicate copy of this letter and return the same to us. We welcome you to Click Labs Family and look forward to your long and fruitful association with the company.

Yours sincerely,

For Click Labs Pvt. Ltd.

A handwritten signature in black ink, appearing to be 'Sheetal', with a long horizontal line extending to the left from the end of the signature.

Sheetal Kumar Sharma

Senior Manager – HR

**Acknowledgement**

I have read and understood the above offer and the same is acceptable to me.

Signature of Employee:

Name of Employee:

Date: