



Vidyasagar University

Midnapore, West Bengal

721102



5.2.2 : Additional information



Appointment Letter of Students Placed



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR - 721302
ACADEMIC (PGS&R) SECTION**

No. : IIT/Acad (PGS&R)/JMP/Offer/2022-2023/2022114912063

Dated : 12-07-2022

To
Mr./Ms. SUBHANKAR PAL
VILLAGE - RADHABAN, POST OFFICE
- KALUKHANRA, DISTRICT - PURBA
MEDINIPUR VIII/City : PANSKURA P.S.
: Dist. : State : WEST BENGAL Pin :
721152

SUBJECT: Provisional Offer of Admission to the Joint M.Tech/MCP-PhD Programme 2022
Course Offered : Computer Science and Data Processing (MA)

Dear Mr./Ms. SUBHANKAR PAL

In continuation to our earlier communication to you on the above-mentioned subject, please note that the Registration for the above programme is scheduled to be held on August 01, 2022. You are required to report at 9.00 a.m. on August 01, 2022 at the Kalidas Auditorium located in the Vikramshila Complex of the Institute for welcome address and registration. This offer is purely provisional subject to fulfillment of all eligibility criteria both Academic Qualifications and category certificate (if any)

At the time of physical reporting at IIT Kharagpur, you will be required to produce (a) valid GATE Score card (b) original certificates and mark-sheets of your educational qualifications, (c) evidence of the work experience, if any (d) category certificate (EWS/OBC-NCL/SC/ST/PwD), if applicable, issued by the competent authority (e) A person who is in employment and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave including 'No Objection Certificate'. Please note that a set of attested copies of each of these documents is necessary for our record. The originals will be returned to you after verification.

Candidates must have a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) in the final qualifying examination for GE/EWS/OBC-NCL categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST/PwD categories. The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. No conversion of marks into CGPA will be accepted. In case you are not in a position to produce the original degree certificate/mark-sheet on the registration date, you must provide course completion certificate from the Principal of your college (Annexure-1). Your registration is liable to be cancelled if you fail to produce your degree certificate and/or marksheet, with minimum marks as mentioned above, by October 31, 2022.

You are required to download other forms from link: <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> that you have to hand over duly filled in at the time of physical reporting at IIT Kharagpur.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Joint M.Tech/MCP-PhD Programme in Computer Science and Data Processing at IIT Kharagpur and the student will have to leave the programme.

The fees as given below to be paid on or before August 01, 2022. The fee structure and the amount are subject to change from time to time. The mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>)

Sl.No.	Particulars	Amount (Rs.) (For GE/EWS/OBC category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Institute Fees	16,850.00	11,850.00
2.	Institute Fees (Electricity & Water charges and Technology Film Society)	1100.00	1100.00
3.	Caution Money Deposits (Refundable)	6,000.00	6,000.00
4.	Hall Establishment Charges	16640.00	16640.00
5.	Hostel Overhead Charges	800.00	800.00
6.	Mess Charge/Advance	14,000.00	14,000.00
7.	Insurance premium	2,500.00	2,500.00
8.	Student Brotherhood Fund	200.00	200.00
9.	Hall Budget	1000.00	1000.00
	TOTAL	59,090.00	54,090.00
	Already paid	30,000.00	30,000.00

Kindly note that your offer of admission will stand automatically cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. The instructions to get into the system to update your data will be sent to you through e-mail shortly.

A separate email will be sent to you regarding your accommodation in hostel in due course of time. Please try to reach the Hall of Residence by 31st July 2022, preferably between 9.00 a.m. and 9.00 p.m. On arrival you may contact the Manager/Caretaker of the Hall for doing the needful.

Look forward to meet you at IIT Kharagpur.

Deputy Registrar (Academic)



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR - 721302
ACADEMIC (PGS&R) SECTION**

No. : IIT/Acad (PGS&R)/JMP/Offer/2022-2023/2022114317162

Dated : 12-07-2022

To

Mr./Ms.MANISHANKAR BAG
VILL- MANSUKA, P.O.- MANSUKA,,
P.S.- GHATAL,, DIST-PASCHIM
MEDINIPUR VIII/City : GHATAL P.S. :
Dist. : State : WEST BENGAL Pin :
721212

SUBJECT: Provisional Offer of Admission to the Joint M.Tech/MCP-PhD Programme 2022

Course Offered : Computer Science and Data Processing (MA)

Dear Mr./Ms. MANISHANKAR BAG

In continuation to our earlier communication to you on the above-mentioned subject, please note that the Registration for the above programme is scheduled to be held on August 01, 2022. You are required to report at 9.00 a.m. on August 01, 2022 at the Kalidas Auditorium located in the Vikramshila Complex of the Institute for welcome address and registration. This offer is purely provisional subject to fulfillment of all eligibility criteria both Academic Qualifications and category certificate (if any)

At the time of physical reporting at IIT Kharagpur, you will be required to produce (a) valid GATE Score card (b) original certificates and mark-sheets of your educational qualifications, (c) evidence of the work experience, if any (d) category certificate (EWS/OBC-NCL/SC/ST/PwD), if applicable, issued by the competent authority (e) A person who is in employment and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave including 'No Objection Certificate'. Please note that a set of attested copies of each of these documents is necessary for our record. The originals will be returned to you after verification.

Candidates must have a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) in the final qualifying examination for GE/EWS/OBC-NCL categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST/PwD categories. The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. No conversion of marks into CGPA will be accepted. In case you are not in a position to produce the original degree certificate/mark-sheet on the registration date, you must provide course completion certificate from the Principal of your college (Annexure-1). Your registration is liable to be cancelled if you fail to produce your degree certificate and/or marksheet, with minimum marks as mentioned above, by October 31, 2022.

You are required to download other forms from link: <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> that you have to hand over duly filled in at the time of physical reporting at IIT Kharagpur.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Joint M.Tech/MCP-PhD Programme in Computer Science and Data Processing at IIT Kharagpur and the student will have to leave the programme.

The fees as given below to be paid on or before August 01, 2022. The fee structure and the amount are subject to change from time to time. The mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>)

Sl.No.	Particulars	Amount (Rs.) (For GE/EWS/OBC category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Institute Fees	16,850.00	11,850.00
2.	Institute Fees (Electricity & Water charges and Technology Film Society)	1100.00	1100.00
3.	Caution Money Deposits (Refundable)	6,000.00	6,000.00
4.	Hall Establishment Charges	16640.00	16640.00
5.	Hostel Overhead Charges	800.00	800.00
6.	Mess Charge/Advance	14,000.00	14,000.00
7.	Insurance premium	2,500.00	2,500.00
8.	Student Brotherhood Fund	200.00	200.00
9.	Hall Budget	1000.00	1000.00
	TOTAL	59,090.00	54,090.00
	Already paid	30,000.00	30,000.00

Kindly note that your offer of admission will stand automatically cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. The instructions to get into the system to update your data will be sent to you through e-mail shortly.

A separate email will be sent to you regarding your accommodation in hostel in due course of time. Please try to reach the Hall of Residence by 31st July 2022, preferably between 9.00 a.m. and 9.00 p.m. On arrival you may contact the Manager/Caretaker of the Hall for doing the needful.

Look forward to meet you at IIT Kharagpur.

Deputy Registrar (Academic)



॥ नमो भगवते वासुदेवाय ॥

Department of Mathematics

Indian Institute of Technology Jodhpur

NH-62, Nagaur Road, Karwar, Jodhpur 342030, INDIA

Phone: (0291) 280 1451; eMail: head_mathematics@iitj.ac.in

Dr. Puneet Sharma

Head, Department of Mathematics

To,

30.11.2022

Name: Animesh Maiti

Application IITJ/RA/PhD/MA/2548

E-mail: animeshmaiti05041997@gmail.com

Dear Candidate,

Congratulations!

We are glad to inform you that you have been selected for admission to the **regular PhD program** under admission category Full-Time Regular in the **Department of Mathematics** at IIT Jodhpur for the Academic year 2022-23.

Please note that the offer of admission to the PhD program is provisional and will be confirmed only after compliance with the eligibility requirements and verification of required certificates in original at the time of registration. It should also be noted that the suppression or distortion of any fact, such as identity, category, educational qualifications, and nationality, etc., given in your application form will result in the cancellation of offer of admission or degree acquired later.

In order to accept this offer, you have to

1. Pay the required fee (online) via link <https://oa.iitj.ac.in/AcadFeePay/> for the Semester-II of the **2022-23** Session on or before 02nd December 2022. You are required to complete the registration formalities on fees payment portal by following instructions mentioned on the payment page. Print the confirmation receipt after payment of both fees and send the same to office mathematics@iitj.ac.in on or before 02nd December 2022, 5:00PM. The fee structure for the regular Ph.D. program is as follows:

S.No.	Particulars	Amount (INR)	
		Unreserved and OBC	SC, ST and PwD
1	Tuition Fees (Semester II)	10,000	0
2	Refundable Deposits (One time)	8,000	8,000
3	Admission Fee (One time)	3,800	3,800
4	Semester Fee (Semester-II)	27,250	27,250
5	* Dining Charges Advance (At the time of Joining)	14,000	14,000
TOTAL		63,050	53,050
Note: The fee mentioned here is tentative and additional amount due to any change in the fee structure has to be paid before the academic registration.			
* Dining Charges will be charged only if you avail dining facility			

2. Fill the "Acceptance of Admission" form carefully. Sign the same and scan it. Send the scanned copy of "Acceptance of Admission" form to office_mathematics@iitj.ac.in on or before (December 2022, 5:00PM (hard copy is not required)).
3. Please bring all original documents (including category certificates, if applicable) along with duly signed character certificate and Physical Fitness Certificate from registered medical practitioner (Formats for which have been enclosed herewith) on the date of registration.


It may also be noted that NO CLAIM for this offer will be entertained after the last date of payment of fees and it will be presumed that you are not interested in the offer and the said seat will be utilised by the next candidate in the waiting list.

Candidates wishing to cancel/withdraw admission after paying the requisite fees MUST communicate through email to office_mathematics@iitj.ac.in with subject "CANCELLATION/ WITHDRAWAL OF PhD ADMISSION". Please make a note that cancellation/withdrawal of admission will be entertained, ONLY IF, the request is made through the E-mail ID given in the Application form. The fees will be refunded after deducting processing fees of Rs. 5000/- from the total fees, only if such request is received by 11th December 2022. In other cases, only refundable deposits (plus the hostel fee paid, if any), will be refunded.

As per MHRD directives, a student holding Teaching Assistantship (TA)/Research Assistantship (RA) shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary or stipend from any other source during the tenure of their programme.

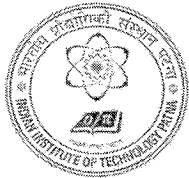
We look forward to welcoming you at IIT Jodhpur.

Best wishes


Puneet Sharma
Head of Department
Department of Mathematics

Enclosures:

1. Acceptance of Admission letter
2. Character Certificate
3. Physical Fitness Certificate
4. Annexure undertaking



भारतीय प्रौद्योगिकी संस्थान पटना

Indian Institute of Technology Patna

कनपा रोड, बिहटा, पटना- 801106, भारत Kanpa Road, Bihta, Patna - 801106, India, Phone: 91-06115-233-697

Emails: ais-support@iitp.ac.in, helpdesk_academic@iitp.ac.in, arademic@iitp.ac.in

Ref :IITP/Acad/Ph.D/Jan/2023/69

Date: 29.12.2022

TO,
Mr/Ms. Soumen Raul
C/O – Mr/Ms. Haripada Raul
Address–VILL-CHAULKHOLA,P.O-NEDHUA
BAZAR,P.S-SABANG,DIST-PASCHIM MEDINIPUR,PIN
NO-721144
State – West Bengal 721144
Email id - sraul21198@gmail.com

Sub: - Provisional offer for admission to Ph.D. Programme (Spring Semester, Jan 2023)

Congratulations! IIT Patna is delighted to offer admission in the Ph.D Programme spring semester starting in Jan 2023.

Patna being the seat of ancient learning since the famous Nalanda University days, you have made the right choice by opting this institute for your career advancement.

IIT Patna welcomes you and looks forward to have an enduring, vibrant and lasting academic relationship with yourself as the new member in the IIT Patna family upon your induction. Your admission at IIT Patna is to be governed in accordance with Institute rule and regulations.

Reporting Venue	Department of Mathematics - MATHS
Reporting Date	January 09, 2023 (10:00 AM)
Reporting officer	Department Ph.D. Co-Ordinator

To confirm and complete your admission process in the branch so allotted, you are required to:

1. Complete online registration-cum-admission form by visiting the academic ERP portal of IIT Patna using the link: <https://ais.iitp.ac.in>. Your login ID is your email ID used for Ph.D. Application and Password is student123. Please change password on 1st login.
2. Payable fee structure (admission, semester tuition, campus amenities and hostel) is attached for necessary action to confirm your seat. (*Annexure I*)
3. You are advised to read the enclosed instruction sheet carefully and follow the steps accordingly to complete admission process and reserve your seat. (*Annexure II*)
4. Student Code of Conduct (*Annexure III*), copy of Hon'ble Supreme Court Judgment on "anti-ragging" (*Annexure IV*) is enclosed herewith for your prior information and compliance during stay at IIT Patna.
5. At the time of reporting you will have to submit *Annexure-V* (Medical Examination Report), *Annexure-VI* (Guardian's Declaration), *Annexure-VII* (Undertaking form the student), *Annexure-VIII* (Undertaking from the Students & Guardian), *Annexure-IX* (The honour Code), *Annexure-X* (Medical history), *Annexure-XI* (Undertaking regarding any academic or professional activities elsewhere- Only for Institute fellow), *Annexure-XII* (Undertaking for fellowship return on leaving the Program without proper reason form enclosed with this offer letter, *Annexure XIII* (Department Ph.D. coordinator details).
6. In addition to the above, NET/GATE/other award certificate (if applicable), your passport size photograph, Aadhaar card, marksheets/transcripts of all qualifications starting from class Xth, passing/provisional certificate of the qualifying degree and fee payment proof of first semester.

7. In case of reserved category, you are also required to upload scanned copy of original category certificate. In this regard, please note that EWS (Economically Weaker Sections) category certificate should be valid for the financial year 2022-23. OBC-NCL (OBC Non-Creamy Layer) category certificate should be in prescribed formats issued after 01.07.2022. OBC (Non-creamy layer) candidates will have to enclose certificate and self-declaration statement as per prescribed format in annexure I and II (as applicable) available with the Application form. SC/ST/PwD applicants are required to send the category/ disability certificates in the prescribed Valid format and valid as per rules.
8. Selected candidates, whose qualifying degree results are awaited, shall have to produce their original certificates and Mark Sheets, latest within 15.02.2022, failing to which their admission would liable to be cancelled.
9. Selected candidates, who appear in their qualifying degree examination after 01.01.2023, shall automatically be disqualified for admission
10. The admission will be confirmed only after your compliance with the eligibility requirements and production of required certificates and documents [Birth Certificate, Educational Certificates and Mark Sheets from 10th standard onwards, Caste/Category Certificate (for OBC-NCL/EWS/SC/ST/PwD), release letter (in case of employed candidates), NET/GATE/Award letter etc. in original at the time of actual arrival on the campus.
11. **Important:** - One should not drop /leave the programme before course completion. Selected candidates shall have to submit an undertaking/declaration at the time of admission for refunding fellowship/assistantship drawn from the institute in case of resignation from the programme.
12. For accommodation in hostel, please bring your own bedding. (For Boys hostel Email Id: hostel.affairs@iitp.ac.in (06115-233-355/132) and For Girls hostel Email Id: gh_office@iitp.ac.in(06115-233455)
13. On submission of online Registration-cum-Admission form and subsequent approval, all admitted student would receive Roll No., academic portal login ID and Password over SMS/email. Next, the admitted students, would have to pay semester fee as detailed in the **annexure I** prior to reporting to IIT Patna.
14. Proof of payment of semester fee (Tuition, Campus amenities, Hostel Establishment excluding mess fee etc.) to the IIT Patna has to be presented while reporting.
15. All students are strongly advised to purchase health insurance policy as per their choice and coverage range, with careful consideration and comparison of insurance terms & conditions, prior to reporting to IITP campus. Else, they have the option to opt for group insurance policy facilitated by IIT Patna.



Assistant Registrar (Academic)



No. : IIT/ACAD (PGS&R)/Ph.D./ADMN/AUTUMN/2023-2024/MA

Dated : 09-06-2023

To

Mr./Ms. SUSMITA CHAWLIA

VILL-SHYAMSUNDARPUR, P.O-ATTRAKHI, DIST-PASCHIM MEDINIPUR, P.S- KHARAGPUR(LOCAL) Vill/City : KHARAGPUR P.S. : Dist. : State :
BENGAL Pin : 721149

SUBJECT: Offer of Admission to the Research Programme (Ph.D.) CSIR/UGC Individual/Inspired with Fellowship/DBT/ICMR

Reference : Your Application No. 2023101711192

Dear Mr./Ms. SUSMITA CHAWLIA

It is a pleasure to inform you that you are provisionally selected for admission to the Research Programme of this Institute leading to the Ph.D. degree in the Department/Centre/School of Mathematics of the Institute.

Please report to the Institute on 14.07.2023 at 9:00 a.m. in the Kalidas Auditorium located in the Vikramshila Complex of the Institute for admission to PhD programme. At the time of reporting you will have to submit the following as applicable (please download the blank annexures from link <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> using your email-id and password, provided during online application):

(a) ERP Profile, Certificate of Medical Fitness (Annex 1), Guardian's Declaration (Annex 2), Student's Undertaking form (Annex 3), and OBC-NCL certificate in Govt. of India format issued on or after 01.04.2022 (Annex 4) and EWS certificate issued as per Govt. of India format (Annex 5).

(b) Copies of Certificates and Marksheets of the qualifying examinations along with originals for verification.

(c) Self attested photocopies of all testimonials, valid GATE, NET or Inspire Certificates and Marksheets (starting from Class 10 onwards) along with originals for verification.

(d) A person who is in employment and is selected for admission under Regular with Assistantship and Individual Fellowship category, must resign from the present job and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave.

Important Note : The minimum CGPA or Marks of a candidate must be 6.5 (in 10 point scale) or 60% in the case of Engineering/Science/Commerce/Management/Law disciplines and 6.0 or 55% in case of Humanities, Social Sciences and MBBS degree. The CGPA will not be converted into percentage of marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. In case you are not in a position to produce the original degree certificate and marksheet on the registration date, you must provide course completion certificate from the Principal of your college. Your registration is liable to be cancelled if you fail to produce your degree certificate and marksheet or do not meet the criteria of minimum marks as mentioned above by September 30, 2023.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Ph.D programme at IIT Kharagpur and the student will have to leave the programme.

The information on mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>). The fees as given below is to be paid on or before 13.07.2023. The fee structure and the amount are subject to change from time to time.

Sl. No.	Particulars	Amount (Rs.) (For GE/OBC/EWS category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Tuition Fees	2500.00	---
2.	Institute Fees	11,850.00	11,850.00
3.	Institute Fees (Electricity & Water Charges and Technology Film Society)	1100.00	1100.00
4.	Caution Money (Refundable)	6000.00	6000.00
5.	Hall Establishment Charges	18,300.00	18,300.00
6.	Hall Budget	1000.00	1000.00
7.	Hostel Overhead Charges	880.00	880.00
8.	Mess Charge/Advance	14,000.00	14,000.00
9.	Insurance Premium	2500.00	2500.00
10.	Student Brotherhood Fund	200.00	200.00
	TOTAL :	58,330.00	55,830.00

Kindly note that your offer of admission will automatically be cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. You may download the offer letter through online application portal (https://erp.iitkgp.ac.in/IITKGPAApplications/index?admiss_ch=01) using your email-id and password, provided during online application.

It may be noted that due to a large increase in student strength and ongoing hall construction activities, the Institute is not in a position to offer hostel accommodation to all newly admitted research scholars. Hence the newly admitted scholars must be prepared to find their own accommodation outside the campus for at least one year.

While the entire selection process is carried out with due care, any inadvertent error cannot be ruled out by the Institute. The Institute reserves the right to rectify any error at a later stage.

We look forward to meet you at IIT Kharagpur.

Joint Registrar (Academic)

29



शैक्षणिक मामले कार्यालय प्रवेश
भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की-247 667 (उत्तराखण्ड), भारत

Prof. Apurbba Kumar Sharma
Dean of Academic Affairs

Email: pgadm@iitr.ac.in

ACADEMIC AFFAIRS OFFICE, ADMISSION
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247 667 (UTTARAKHAND), INDIA

Prof. A. Swaminathan

Assoc. Dean, IT Sys. & Admission

No. IITR/PGAdm/2023-24

Dated: 23/06/2023

Application No.MTECH2300943

To,

APURBA MANNA

Subject: Provisional Offer of Admission to M.Tech./M.Arch/MURP Programme as Full-time Student with Institute Assistantship (GATE QUALIFIED CANDIDATES) for the session 2023-24.

Dear Candidate,

Congratulations! It gives me pleasure to inform that you have been selected for admission to the M.Tech./M.Arch/MURP Programme in M.Tech. Applied Mathematics and Scientific Computing-57 of Department/ Centre/ School of Applied Mathematics and Scientific Computing on Full-time (Institute Assistantship) subject to the following terms and conditions:

COAP is a common portal for viewing and accepting offers from participating IITs for GATE QUALIFIED CANDIDATES. Before taking a decision on COAP, please read the guidelines carefully on the website <https://coap.iitkgp.ac.in/>. Seat allocation shall be done as per the applicable COAP-2023 guidelines.

Decision taken by you on COAP is final, further request for changes are NOT ALLOWED.

Once you have accepted this offer on the COAP-2023 portal by selecting "Accept and Freeze", you will have to deposit of Rs. 63850/- for GEN/GEN-EWS/OBC and Rs. 58850/- for SC/ST/PD category candidates for first semester towards Institute Fee, Hostel and Mess Charges including the seat booking fee of Rs. 5000/- (Non-refundable) latest by June 25, 2023 (11:00 a.m.) failing which this offer of admission shall stand cancelled automatically. Further you will not be considered for any subsequent round and the seat will be offered to the next candidate in the merit. Detailed fee structure is available at the link: <https://www.iitr.ac.in/~dosw/>

Procedure to deposit of Institute fee for acceptance of offer:

Step 1: Access the link: <https://octopod.co.in/student/admission/9aa28d121b70f05abd864abdf7327dcb>
Step 2: Enter your application ID in the "Enrollment no. field."

In case of any query regarding :

- (i) Fee portal contact at email:- feesection@iitr.ac.in
- (ii) Fee structure contact at email:- officedosw@iitr.ac.in

Note:

- (i) Fee will not be accepted through any other mode.
- (ii) Your seat will be blocked AUTOMATICALLY only after selecting the option "Accept and Freeze" on COAP and the successful payment of Institute fee. No separate acknowledgement is needed. However, if you select other options (except "Accept and Freeze"), no need to deposit the above mentioned fee.

Refund of fees is not permissible to a student who has done the Admission registration (online/offline) for the programme and left thereafter. In such cases only refundable amount and food charges, as applicable, will be refunded.

You are entirely responsible for proving your eligibility for admission as per the qualification etc. given in the Information Brochure-2023 and / or claiming reservation under any category applied for, as per Central Government rules/notifications. Till then, admission offer will be purely provisional.

The Institute reserves the right to alter the number of seats in a PG programme, if considered necessary, without prior notice & also not to run a programme(s) if sufficient candidates are not admitted in that programme and withhold the result/cancel your admission/registration at any time during your stay at the Institute, if you found guilty for submitting false information/facts.

Your acceptance to join the Institute will be construed as your acceptance to abide by all conditions stated above and also the rules, regulations or standing orders issued by the Institute from time to time. Non-compliance of any of these conditions or rules, regulations, orders etc., can lead to your disqualification/removal from the Institute.



No. : IIT/Acad (PGS&R)/JMP/Offer/2023-2024/2023114812575

Dated : 07-07-2023

**To
Mr./Ms.SUSOBHAN PRATI HAR**

VILL- CHAMPABANI, PO- BINPUR, PS-
BINPUR Vill/City : JHARGRAM P.S. :
Dist. : State : WEST BENGAL Pin :
721514

SUBJECT: Provisional Offer of Admission to the Joint M.Tech/MCP-PhD Programme 2023

Course Offered : Computer Science and Data Processing (MA)

Dear Mr./Ms. SUSOBHAN PRATI HAR

In continuation to our earlier communication to you on the above-mentioned subject, please note that the Registration for the above programme is scheduled to be held on July 21, 2023. You are required to report at 9.00 a.m. on July 21, 2023 at the Kalidas Auditorium located in the Vikramshila Complex of the Institute for welcome address and registration. This offer is purely provisional subject to fulfillment of all eligibility criteria both Academic Qualifications and category certificate (if any).

At the time of physical reporting at IIT Kharagpur, you will be required to produce (a) valid GATE Score card (b) original certificates and mark-sheets of your educational qualifications, (c) evidence of the work experience, if any (d) category certificate (EWS/OBC-NCL/SC/ST/PwD), if applicable, issued by the competent authority (e) A person who is in employment and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave including 'No Objection Certificate'. Please note that a set of self-attested copies of each of these documents is necessary for our record. The originals will be returned to you after verification.

Candidates must have a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) in the final qualifying examination for GE/EWS/OBC-NCL categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST/PwD categories. The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. No conversion of marks into CGPA will be accepted. In case you are not in a position to produce the original degree certificate/mark-sheet on the registration date, you must provide course completion certificate from the Principal of your college (Annexure-1). Your registration is liable to be cancelled if you fail to produce your degree certificate and/or marksheet, with minimum marks as mentioned above, by October 31, 2023.

You are required to download other forms from link: <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> that you have to hand over duly filled in at the time of physical reporting at IIT Kharagpur.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Joint M.Tech/MCP-PhD Programme in Computer Science and Data Processing at IIT Kharagpur and the student will have to leave the programme.

The fees as given below to be paid on or before July 21, 2023. The fee structure and the amount are subject to change from time to time. The mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>)

Sl.No.	Particulars	Amount (Rs.) (For GE/EWS/OBC category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Institute Fees	16,850.00	11,850.00
2.	Institute Fees (Electricity & Water charges and Technology Film Society)	1100.00	1100.00
3.	Caution Money Deposits (Refundable)	6,000.00	6,000.00
4.	Hall Establishment Charges	18300.00	18300.00
5.	Hostel Overhead Charges	880.00	880.00
6.	Mess Charge/Advance	14500.00	14500.00
7.	Insurance premium*	2,500.00	2,500.00
8.	Student Brotherhood Fund*	200.00	200.00
9.	Hall Budget**	1000.00	1000.00
	TOTAL	61,330.00	56,330.00
	Already paid	30,000.00	30,000.00

* To be paid yearly(during Autumn Semester only)

** Payment of subsequent hall budget will have to be made by the student to HMC on demand.

Kindly note that your offer of admission will stand automatically cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. The instructions to get into the system to update your data will be sent to you through e-mail shortly. Each registered M.Tech. student who got admission to the Institute through GATE score will receive stipend as approved by the Ministry of Education, Government of India.

A separate email will be sent to you regarding your accommodation in hostel in due course of time. Please try to reach the Hall of Residence by July 20, 2023., preferably between 9.00 a.m. and 9.00 p.m. On arrival you may contact the Manager/Caretaker of the Hall for doing the needful. The communication Directory of the

Institute is available at <https://www.iitkgp.ac.in/assets/pdf/comdir.pdf?lang=en>.

Look forward to meet you at IIT Kharagpur.

Joint Registrar (Academic)



No. : IIT/Acad (PGS&R)/JMP/Offer/2023-2024/2023114715363

Dated : 07-07-2023

To
Mr./Ms.SUBHENDU MANDAL

VILLAGE-BASUDEBPUR, PO-
 BASUDEBPUR, DIST-PURBA
 MEDINIPUR Vill/City : EGRA P.S. : Dist.
 : State : WEST BENGAL Pin : 721452

SUBJECT: Provisional Offer of Admission to the Joint M.Tech/MCP-PhD Programme 2023

Course Offered : Computer Science and Data Processing (MA)

Dear Mr./Ms. SUBHENDU MANDAL

In continuation to our earlier communication to you on the above-mentioned subject, please note that the Registration for the above programme is scheduled to be held on July 21, 2023. You are required to report at 9.00 a.m. on July 21, 2023 at the Kalidas Auditorium located in the Vikramshila Complex of the Institute for welcome address and registration. This offer is purely provisional subject to fulfillment of all eligibility criteria both Academic Qualifications and category certificate (if any).

At the time of physical reporting at IIT Kharagpur, you will be required to produce (a) valid GATE Score card (b) original certificates and mark-sheets of your educational qualifications, (c) evidence of the work experience, if any (d) category certificate (EWS/OBC-NCL/SC/ST/PwD), if applicable, issued by the competent authority (e) A person who is in employment and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave including 'No Objection Certificate'. Please note that a set of self-attested copies of each of these documents is necessary for our record. The originals will be returned to you after verification.

Candidates must have a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) in the final qualifying examination for GE/EWS/OBC-NCL categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST/PwD categories. The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. No conversion of marks into CGPA will be accepted. In case you are not in a position to produce the original degree certificate/mark-sheet on the registration date, you must provide course completion certificate from the Principal of your college (Annexure-1). Your registration is liable to be cancelled if you fail to produce your degree certificate and/or marksheet, with minimum marks as mentioned above, by October 31, 2023.

You are required to download other forms from link: <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> that you have to hand over duly filled in at the time of physical reporting at IIT Kharagpur.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Joint M.Tech/MCP-PhD Programme in Computer Science and Data Processing at IIT Kharagpur and the student will have to leave the programme.

The fees as given below to be paid on or before July 21, 2023. The fee structure and the amount are subject to change from time to time. The mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>)

Sl.No.	Particulars	Amount (Rs.) (For GE/EWS/OBC category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Institute Fees	16,850.00	11,850.00
2.	Institute Fees (Electricity & Water charges and Technology Film Society)	1100.00	1100.00
3.	Caution Money Deposits (Refundable)	6,000.00	6,000.00
4.	Hall Establishment Charges	18300.00	18300.00
5.	Hostel Overhead Charges	880.00	880.00
6.	Mess Charge/Advance	14500.00	14500.00
7.	Insurance premium*	2,500.00	2,500.00
8.	Student Brotherhood Fund*	200.00	200.00
9.	Hall Budget**	1000.00	1000.00
	TOTAL	61,330.00	56,330.00
	Already paid	30,000.00	30,000.00

* To be paid yearly(during Autumn Semester only)

** Payment of subsequent hall budget will have to be made by the student to HMC on demand.

Kindly note that your offer of admission will stand automatically cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. The instructions to get into the system to update your data will be sent to you through e-mail shortly. Each registered M.Tech. student who got admission to the Institute through GATE score will receive stipend as approved by the Ministry of Education, Government of India.

A separate email will be sent to you regarding your accommodation in hostel in due course of time. Please try to reach the Hall of Residence by July 20, 2023., preferably between 9.00 a.m. and 9.00 p.m. On arrival you may contact the Manager/Caretaker of the Hall for doing the needful. The communication Directory of the

Institute is available at <https://www.iitkgp.ac.in/assets/pdf/comdir.pdf?lang=en>.

Look forward to meet you at IIT Kharagpur.

Joint Registrar (Academic)



No. : IIT/Acad (PGS&R)/JMP/Offer/2023-2024/2023114114593

Dated : 10-07-2023

**To
Mr./Ms.SIBSANKAR MAITY**

VILL-RADHAPUR, P. O-CHORPALIA, P.
S-EGRA, BARADA BAZAR Vill/City :
BARADA BAZAR P.S. : Dist. : State :
WEST BENGAL Pin : 721448

SUBJECT: Provisional Offer of Admission to the Joint M.Tech/MCP-PhD Programme 2023

Course Offered : Computer Science and Data Processing (MA)

Dear Mr./Ms. SIBSANKAR MAITY

In continuation to our earlier communication to you on the above-mentioned subject, please note that the Registration for the above programme is scheduled to be held on July 21, 2023. You are required to report at 9.00 a.m. on July 21, 2023 at the Kalidas Auditorium located in the Vikramshila Complex of the Institute for welcome address and registration. This offer is purely provisional subject to fulfillment of all eligibility criteria both Academic Qualifications and category certificate (if any).

At the time of physical reporting at IIT Kharagpur, you will be required to produce (a) valid GATE Score card (b) original certificates and mark-sheets of your educational qualifications, (c) evidence of the work experience, if any (d) category certificate (EWS/OBC-NCL/SC/ST/PwD), if applicable, issued by the competent authority (e) A person who is in employment and selected for admission, he/she must resign and produce the acceptance of resignation by the employer at the time of joining or produce a document that he/she is not receiving any salary from his/her employer along with proper document of sanctioned leave including 'No Objection Certificate'. Please note that a set of self-attested copies of each of these documents is necessary for our record. The originals will be returned to you after verification.

Candidates must have a minimum of 60% marks (or a CGPA of 6.5 in 10 point scale) in the final qualifying examination for GE/EWS/OBC-NCL categories and 55% marks (or a CGPA of 6.0 in 10 point scale) for SC/ST/PwD categories. The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. No conversion of marks into CGPA will be accepted. In case you are not in a position to produce the original degree certificate/mark-sheet on the registration date, you must provide course completion certificate from the Principal of your college (Annexure-1). Your registration is liable to be cancelled if you fail to produce your degree certificate and/or marksheet, with minimum marks as mentioned above, by October 31, 2023.

You are required to download other forms from link: <https://erp.iitkgp.ac.in/IITKGPAApplications/offerLinks> that you have to hand over duly filled in at the time of physical reporting at IIT Kharagpur.

Failing to comply with any of the above requirements will automatically lead to the cancellation of admission to the Joint M.Tech/MCP-PhD Programme in Computer Science and Data Processing at IIT Kharagpur and the student will have to leave the programme.

The fees as given below to be paid on or before July 21, 2023. The fee structure and the amount are subject to change from time to time. The mode of payment of fees is available on ERP home page (<https://erp.iitkgp.ac.in>)

Sl.No.	Particulars	Amount (Rs.) (For GE/EWS/OBC category)	Amount (Rs.) (For SC/ST/PwD category)
1.	Institute Fees	16,850.00	11,850.00
2.	Institute Fees (Electricity & Water charges and Technology Film Society)	1100.00	1100.00
3.	Caution Money Deposits (Refundable)	6,000.00	6,000.00
4.	Hall Establishment Charges	18300.00	18300.00
5.	Hostel Overhead Charges	880.00	880.00
6.	Mess Charge/Advance	14500.00	14500.00
7.	Insurance premium*	2,500.00	2,500.00
8.	Student Brotherhood Fund*	200.00	200.00
9.	Hall Budget**	1000.00	1000.00
	TOTAL	61,330.00	56,330.00
	Already paid	30,000.00	30,000.00

* To be paid yearly(during Autumn Semester only)

** Payment of subsequent hall budget will have to be made by the student to HMC on demand.

Kindly note that your offer of admission will stand automatically cancelled in case you fail to join the programme on the above mentioned date. As IIT Kharagpur issues identification through a smart card, it is obligatory on your part to enter your relevant personal details in the Institute ERP System before you report for joining. The instructions to get into the system to update your data will be sent to you through e-mail shortly. Each registered M.Tech. student who got admission to the Institute through GATE score will receive stipend as approved by the Ministry of Education, Government of India.

A separate email will be sent to you regarding your accommodation in hostel in due course of time. Please try to reach the Hall of Residence by July 20, 2023., preferably between 9.00 a.m. and 9.00 p.m. On arrival you may contact the Manager/Caretaker of the Hall for doing the needful. The communication Directory of the Institute is available at <https://www.iitkgp.ac.in/assets/pdf/comdir.pdf?lang=en>.

Look forward to meet you at IIT Kharagpur.

Joint Registrar (Academic)



32

HOD Mathematics <hod_mathematics@mail.vidyasagar.ac.in>

Fwd: Provisional Seat Offer

1 message

bibek giri <bibekgiri06@gmail.com>
To: hod_mathematics@mail.vidyasagar.ac.in

Fri, Jul 21, 2023 at 12:07 PM

----- Forwarded message -----
From: ISI Admission 2023 <applicationportal@isical.ac.in>
Date: Mon, 10 Jul 2023, 8:55 pm
Subject: Provisional Seat Offer
To: BIBEK GIRI <bibekgiri06@gmail.com>

Indian Statistical Institute, Admission 2023-24

Dear BIBEK GIRI (Registration Code MCY-MN-0170),

I am pleased to inform you that, based on your performance in written test(s) and interview, you have been placed in the merit list for the **Master of Technology in Cryptology and Security** programme ISI **Test Channel** of the Institute.

By virtue of your rank in the merit list, you are being offered a **provisional seat** to the above programme. You have the option of either accepting the provisional seat or declining it.

For exercising your option, you will have to log in to <https://admission.isical.ac.in> after **11 AM July 11, 2023 [IST]**, with your registered email used at the time of application. The password can be generated using the Forgot password link.

After logging in, you will be able to complete the necessary formalities, including online payment of the applicable Seat Acceptance Deposit in case you decide to accept the offer.

For further information follow the links below:

- General Instructions for candidates in Merit List
- Seat Acceptance Deposit: Terms and Conditions
- Deposits and Fees
- Admission schedule

The candidates who are yet to submit the results of their qualifying degrees and/or valid reservation certificates (if applicable) during the interviews, please refer to the following notices:

- Submission of Mark-Sheets During the Physical Admission
- Submission of Valid and Original Reservation Certificates

If you fail to complete the above process by **6 PM July 13, 2023 [IST]**, you will be presumed to have declined the offer and will not be considered further in the admission process.

With best wishes,

Admission Support Team,
Indian Statistical Institute.

Note: This is an automated email, please do not reply to this email.

If you still have any questions, please write to admissionsupport@isical.ac.in.



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9E510, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

June 01, 2023

Certificate

This to certify that under mentioned student from Vidyasagar University 4th semester has undergone internship program of 3 months in our organization and successfully completed the same.

Name of student: Mr. Nirupam Maity
Duration of training: 1st March 2023 – 31st May 2023

The candidate was found to be enthusiastic and observant during the above mentioned period. His performance has been assessed as excellent.

For Gunjanapps Studios and Solution LLP

GUNJANAPPS STUDIOS AND SOLUTIONS LLP

Sourav Gupta

Designated Partner

Mr. Sourav Gupta





GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

Date: June 01, 2023

Nirupam Maity
Chotobantalia, Junput
Purba Medinipur
West Bengal-721450
Email: maityn23@gmail.com
Mobile: 9749140519

Dear Nirupam

Congratulations! We are pleased to offer you the position of Junior Unity Developer, with GunjanApps Studios and Solutions LLP ("Company").

You agree to perform the duties associated with this position effective from June 01, 2023 at GunjanApps Studios & Solutions LLP. Address: Mani Casadana, East Tower, 9ES10, 9th Floor, Street 372, Plot No: 11F/04, Action Area: IIF, New Town, Rajarhat, Kolkata- 700156. You further acknowledge and agree that these duties may be changed from time to time by the Company, provided such duties are reasonably consistent with those normally associated with an employee at your level and designation.

This appointment may be terminated at any time by either party giving to the other party 60 (Sixty) days' notice in writing. The Company may make payment in lieu of such notice to the employee, or may accept payment in lieu of notice from the employee, at its sole discretion. The Company reserves the right to terminate your service at any time without notice should you be found guilty of misdemeanor, misconduct, harassment, negligence or any breach of the terms and conditions of this Agreement. The salary and all other pay during the notice period will be paid with FNF within 45 days from the last working day (LWD) with the company.

Sincerely,

Sourav Gupta,
Director, GunjanApps Studios and Solutions LLP

I accept this offer of employment on the terms set forth above and, in the schedules, (A, B, C) attached hereto.

Nirupam Maity

Signature:

Date: 01.06.2023

Date of Birth: 21.09.1998

SCHEDULE "A"

COMPENSATION AND LEAVES

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

Annual Salary – We are glad to inform you that your CTC will be Rs. 2,26,709.40 /- per annum (at the time of appointment). Your salary will be reviewed annually at Company's discretion and in accordance with compensation practices in effect at the time. Salary and any other compensation paid to you will be subject to statutory and any other applicable withholdings, and payable in accordance with Company's usual payroll practices. There will be a 2 months' probation period and your compensation will be adjusted accordingly. We will provide ESIC, TDS and EPF* after completion of probation Period.

Performance Award - The Company presently has a Performance Award Program. Performance Award is based on Company performance and individual contribution. As per Performance Award, full time eligible employees will be covered under the program.

The Company reserves the right at its discretion to adjust the Performance award program terms or cancel or otherwise modify the Program at any time. If the employee resigns from the service of the company immediately within three months of any such increments/ Performance bonus being rewarded to him/her the company reserves the right to cancel and withdraw the same and any such letter issued will termed as void and withdrawn.

Leave of Absences - Leave of absences shall be calculated in accordance with the current policy, which is 24 paid leaves per year (including National holidays). The policy may be modified from time to time by the Company and will be notified upon any changes. The leaves are calculated pro rata basic from your date of joining or the total number of days serving in the Company. We work 5 days a week (9 hours a day) with Saturday (conditionally off) and Sundays off.

AGREED this 01 day of 06, 2023.

Nirupam Maity
Signature:

SCHEDULE "B"

CONFLICT OF INTEREST AGREEMENT

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

I certify that I am not engaged in any activity, which to the best of my knowledge;

- Violates the Company's Code of Business Conduct policy.
- Interferes with the normal performance of responsibilities of my job at the company.
- Involves the use of the company property, including computer time, either during or after normal working hours except as necessary in performing my work for the company.

I agree to familiarize myself with my obligations as an employee of the company under the Conflict of Interest Agreement and as and when required, inform management of any potential conflict of interest in advance of any activity undertaken or committed.

AGREED this 01 day of 06, 2023.

Nirupam Maity

Signature:

SCHEDULE "C"

PROPRIETARY INFORMATION AGREEMENT

In consideration of my employment by GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company"), I hereby represent, warrant, covenant and agree as follows:

1. I am under no obligation to anyone, including a former employer, which is an impediment to my entering into this Agreement or which imposes any restrictions on the activities or duties which may be assigned to me from time to time by Company.

2. I hereby assign to and waive in favor of Company all my rights in and to all inventions, discoveries, improvements, designs, know-how, technical or commercial information, computer programs in any form, written materials, data bases, integrated circuit topologies, plans, diagrams, drawings, models, and other items, which I may conceive, develop or reduce to practice during the period of my employment with Company and which:

(i) Relate, directly or indirectly, to Company's present or reasonably foreseeable business or research or development; or,

(ii) Result from any work performed by me for Company; or,

(iii) are created or made using any equipment, supplies, facilities, resources, or Confidential/Proprietary Information of Company; whether or not they are made during or after working hours, on or off Company's premises, or alone or with others.

3. I shall make prompt and full disclosure to Company of any of the things covered in paragraph 2. During and subsequent to my employment, I shall sign documents, and provide such assistance, as may be required by Company to obtain, maintain, enforce, protect or grant any rights which I have assigned to or waived in favour of Company and which Company may desire in respect of such things in all countries of the world.

4. I shall not (except as expressly permitted by Company in writing) at any time during and subsequent to my employment with Company;

(i) Disclose, or authorize the disclosure, to anyone other than authorized officers or employees of Company; or,

(ii) Use for non-Company purposes or other non-permitted purposes;

Any of Company's Confidential/Proprietary Information or any other information disclosed to Company by a third party in circumstances which oblige Company to protect such information from unauthorized use and/or disclosure.

"Confidential/Proprietary Information" for the purposes of this Agreement shall mean all information, including without limitations trade secrets, formulas, patterns, compilations, programs, devices, methods, techniques, or processes, of a business, planning, marketing, sales lists, customer, scientific, technical or other nature, that derives actual or potential value from not being generally known, or readily ascertainable.

5. I shall keep on Company's premises (except when required elsewhere in connection with the conduct of Company's business) and shall deliver to Company upon termination of my employment, all things including models, circuits, instructions, drawings, notes, files, memoranda or other writings, software programs in source code or object code form, and magnetically or electronically stored information, which embody or contain any of the rights or information described in paragraphs 2 and 4 above. I further agree not to make or retain any copy, duplication, facsimile, reproduction or replication of the foregoing.

6. This Agreement shall supersede any and all previous oral or written communications, discussions or agreements between me and Company relating to the general subject matter addressed herein.

7. I shall at any time during and subsequent to my employment with Company reaffirm this Agreement or execute such further or other agreements with respect to the general subject matter addressed herein as Company, or an affiliate company may from time to time require.

8. In the event that my employment by Company is succeeded by employment with an affiliate company, the terms of this Agreement apply until an agreement relating to this subject matter is signed with the affiliate company, and if I do not execute an agreement with such affiliate company relating to this subject matter, terms identical to those set forth in this Agreement shall apply immediately in favor of such affiliate company upon commencement of my employment and until such an agreement is executed with such affiliate company.

AGREED this 01 day of 06, 2023.

Nirupam Maity

Signature:

SCHEDULE "D"

Components in salary	Per month	Per annum
Basic Salary	10,101.00	1,21,212.00
HRA	4,329.00	51,948.00
Total Gross salary	14,430.00	1,73,160.00
PF Contribution by employee	1,212.00	14,544.00
ESI contribution by employee	108.00	1,296.00
TDS		-
Professional Tax	110.00	1,320.00
Total Deductions (PF+ES+PT+TDS)	1,430.00	17,160.00
Net Salary	13,000.00	1,56,000.00
Employer contribution		
Employer PF contribution (with admin charges)	1,950.00	23,400.00
Employer ESI contribution		-
Gratuity (accrual only)		5,827.00
Total employer contribution	1,950.00	29,227.00
Variable Compensation *		
Growth Driven Performance Award** (0 -10% of Total Net Salary)		15,600.00
CTC=Gross salary + (Employer PF+ESI) + GDPA	16,380.00	2,14,987.00

Presently the Company has a Growth Driven Performance Award program. The Growth driven Performance Award are part of your Total

Compensation and are designed to support a team-oriented, high -performance work culture.

The GDP program will be based on individual and business performance, with result driven by how well GunjanApps Studios grows revenue and pre-tax profit, year over year.

* It's based on company and your performance, GDPA amount shown as 100%

**The actual pay out of Performance Award is based on your yearly performance. The company reserves the right at its discretion to adjust, cancel or otherwise modify the Performance Award Program at any time.

This is an information statement only that does not create a contract or any legal rights, for any further queries regarding this please contact your HR manager.

AGREED this 01 day of 06, 2023.

Nirupam Maity

Signature:

Date – 16/02/2023

To

Mr. Indranil Pahan

Subject :- Offer For Internship at Maukaa Solutions

Dear Indranil,

In reference to your application we would like to congratulate you on being selected for internship with **Maukaa Solutions OPC PVT LTD** based at **Durgapur**. Your training is scheduled to start effective **20th February** for a period of 3 months. All of us at **Maukaa Solutions OPC PVT LTD** are excited that you will be joining our team!

You would be paid a monthly stipend of INR 8,000. Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training

Again, congratulations and we look forward to working with you.

Yours sincerely,

For Maukaa Solutions OPC PVT LTD

Eashwar Iyer
Founder

Date – 12/05/2023

To

Mr. Indranil Pahan

Subject :- Offer Letter for the post of Software Trainee Executive

Dear Indranil

On the basis of your performance in our internship program, Maukaa Solutions OPC Pvt Ltd is glad to make an employment offer to you for a position of Software Trainee Executive effective 1st June 2023. You will receive a detailed appointment order after you join.

Compensation

We are offering you an Annual compensation of Rs. 3,00,000/-(CTC) + Group Health Insurance cover of INR 3 Lacs. The offer letter would contain the breakup of your CTC .

Probation Period

There would be a probation period of 3 months post which current position shall get approved into a permanent position subject to a satisfactory appraisal by your reporting manager and positive verification as per the company policy.

Termination

During Probation period the employment can be terminated by either parties by issuing a notice period of 15 days. Post confirmation the notice period would be 60 days.

We welcome you on-board and wish you a great career of growth, mistakes and ownership. Appreciate if you could revert back within 3 days with your consent to the offer letter.

For Maukaa Solutions OPC Pvt Ltd

Eashwar Iyer
Founder

Indranil Pahan



GunjanApps Studios

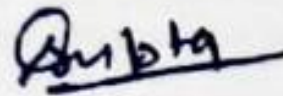

CERTIFICATE

Of Internship

This certificate is proudly awarded to

Kalyanasish Bera

For his outstanding completion of the internship program
with GunjanApps Studios under the role of Unity Developer.



Gunjan Gupta (Director)
11.07.2023



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6230419102

Date - March 9, 2023

Kalyanasish Bera
S/O Harekrishna Bera,
Manikara, Paschim Medinipur,
West Bengal-721467
E-Mail: mr.kalyanasishbera@gmail.com
Mobile: 9635121499

Dear Kalyanasish,

Congratulations! We are pleased to offer you the position of Intern in Unity Development Team with GunjanApps Studios and Solutions LLP ("Company").

You agree to perform the duties associated with this position effective from **March 13, 2023** at GunjanApps Studios & Solutions LLP. Address Mani Casadana, East Tower, 9ES10, 9th Floor, Street 372, Plot No: 11F/04, Action Area: IIF, New Town, Rajarhat, Kolkata- 700156. You further acknowledge and agree that these duties may be changed from time to time by the Company, provided such duties are reasonably consistent with those normally associated with an intern at your level and designation.

This appointment may be terminated at any time by either party giving to the other party 15 (fifteen) days' notice in writing. The Company may make payment in lieu of such notice to the intern, or may accept payment in lieu of notice from the employee, at its sole discretion. The Company reserves the right to terminate your service at any time without notice should you be found guilty of misdemeanor, misconduct, harassment, negligence or any breach of the terms and conditions of this Agreement.

Sincerely,

Sourav Gupta

Sourav Gupta,
Director, GunjanApps Studios and Solutions LLP

I accept this offer of internship on the terms set forth above and, in the schedules, (A, B) attached hereto.

Kalyanasish Bera

Date: 11/03/2023

Date of Birth: 01/10/1999

SCHEDULE "A"

COMPENSATION AND LEAVES

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

Stipend - Your stipend will be 8,000 INR monthly (at the time of appointment). Stipend and any other compensation paid to you will be subject to statutory and any other applicable withholdings, and payable in accordance with Company's usual payroll practices. We work 5 days a week (9 hours a day) with Saturday (conditionally off) and Sundays off.

Leave of Absences - There is no paid leave during Internship. The policy may be modified from time to time by the Company and will be notified upon any changes.

Note: Management will observe your performance for 3 months, post satisfactory performance, Management can confirm your candidature for the post, if not you will be released.

AGREED this 13 day of March 2023

Kalyanasish Bera

Signature

Kalyanasish Bera

SCHEDULE "B"

CONFLICT OF INTEREST AGREEMENT

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

I certify that I am not engaged in any activity, which to the best of my knowledge;

- ☒ Violates the Company's Code of Business Conduct policy.
- ☒ Interferes with the normal performance of responsibilities of my job at the company.
- ☒ Involves the use of the company property, including computer time, either during or after normal working hours except as necessary in performing my work for the company.

I agree to familiarize myself with my obligations as an employee of the company under the Conflict-of-Interest Agreement and as and when required, inform management of any potential conflict of interest in advance of any activity undertaken or committed.

AGREED this 13 day of March 2023

Kalyanasish Bera

Signature

Kalyanasish Bera



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

Date: June 01, 2023

Kalyanasish Bera
S/O Harekrishna Bera,
Manikara, Paschim Medinipur,
West Bengal-721467
E-Mail: mr.kalyanasishbera@gmail.com
Mobile: 9635121499

Dear Kalyanasish,

Congratulations! We are pleased to offer you the position of Junior Unity Developer, with GunjanApps Studios and Solutions LLP ("Company").

You agree to perform the duties associated with this position effective from June 01, 2023 at GunjanApps Studios & Solutions LLP. Address: Mani Casadana, East Tower, 9ES10, 9th Floor, Street 372, Plot No: 11F/04, Action Area: IIF, New Town, Rajarhat, Kolkata- 700156. You further acknowledge and agree that these duties may be changed from time to time by the Company, provided such duties are reasonably consistent with those normally associated with an employee at your level and designation.

This appointment may be terminated at any time by either party giving to the other party 60 (Sixty) days' notice in writing. The Company may make payment in lieu of such notice to the employee, or may accept payment in lieu of notice from the employee, at its sole discretion. The Company reserves the right to terminate your service at any time without notice should you be found guilty of misdemeanor, misconduct, harassment, negligence or any breach of the terms and conditions of this Agreement. The salary and all other pay during the notice period will be paid with FNF within 45 days from the last working day (LWD) with the company.

Sincerely,

Sourav Gupta

Sourav Gupta,
Director, GunjanApps Studios and Solutions LLP

I accept this offer of employment on the terms set forth above and, in the schedules, (A, B, C) attached hereto.

Kalyanasish Bera

Signature:

Date:

Date of Birth:

SCHEDULE "A"

COMPENSATION AND LEAVES

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

Annual Salary – We are glad to inform you that your CTC will be Rs. 2,26,709.40 /- per annum (at the time of appointment). Your salary will be reviewed annually at Company's discretion and in accordance with compensation practices in effect at the time. Salary and any other compensation paid to you will be subject to statutory and any other applicable withholdings, and payable in accordance with Company's usual payroll practices. There will be a 2 months' probation period and your compensation will be adjusted accordingly. We will provide ESIC, TDS and EPF* after completion of probation Period.

Performance Award - The Company presently has a Performance Award Program. Performance Award is based on Company performance and individual contribution. As per Performance Award, full time eligible employees will be covered under the program.

The Company reserves the right at its discretion to adjust the Performance award program terms or cancel or otherwise modify the Program at any time. If the employee resigns from the service of the company immediately within three months of any such increments/ Performance bonus being rewarded to him/her the company reserves the right to cancel and withdraw the same and any such letter issued will termed as void and withdrawn.

Leave of Absences - Leave of absences shall be calculated in accordance with the current policy, which is 24 paid leaves per year (including National holidays). The policy may be modified from time to time by the Company and will be notified upon any changes. The leaves are calculated pro rata basic from your date of joining or the total number of days serving in the Company. We work 5 days a week (9 hours a day) with Saturday (conditionally off) and Sundays off.

AGREED this ____ day of _____, 20__.

Kalyanasish Bera

Signature:

SCHEDULE "B"

CONFLICT OF INTEREST AGREEMENT

GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company")

I certify that I am not engaged in any activity, which to the best of my knowledge;

- Violates the Company's Code of Business Conduct policy.
- Interferes with the normal performance of responsibilities of my job at the company.
- Involves the use of the company property, including computer time, either during or after normal working hours except as necessary in performing my work for the company.

I agree to familiarize myself with my obligations as an employee of the company under the Conflict of Interest Agreement and as and when required, inform management of any potential conflict of interest in advance of any activity undertaken or committed.

AGREED this ____ day of _____, 20__.

Kalyanasish Bera

Signature:

SCHEDULE "C"

PROPRIETARY INFORMATION AGREEMENT

In consideration of my employment by GUNJANAPPS STUDIOS AND SOLUTIONS LLP (hereinafter called the "Company"), I hereby represent, warrant, covenant and agree as follows:

1. I am under no obligation to anyone, including a former employer, which is an impediment to my entering into this Agreement or which imposes any restrictions on the activities or duties which may be assigned to me from time to time by Company.

2. I hereby assign to and waive in favor of Company all my rights in and to all inventions, discoveries, improvements, designs, know-how, technical or commercial information, computer programs in any form, written materials, data bases, integrated circuit topologies, plans, diagrams, drawings, models, and other items, which I may conceive, develop or reduce to practice during the period of my employment with Company and which:

(i) Relate, directly or indirectly, to Company's present or reasonably foreseeable business or research or development; or,

(ii) Result from any work performed by me for Company; or,

(iii) are created or made using any equipment, supplies, facilities, resources, or Confidential/Proprietary Information of Company; whether or not they are made during or after working hours, on or off Company's premises, or alone or with others.

3. I shall make prompt and full disclosure to Company of any of the things covered in paragraph 2. During and subsequent to my employment, I shall sign documents, and provide such assistance, as may be required by Company to obtain, maintain, enforce, protect or grant any rights which I have assigned to or waived in favour of Company and which Company may desire in respect of such things in all countries of the world.

4. I shall not (except as expressly permitted by Company in writing) at any time during and subsequent to my employment with Company;

(i) Disclose, or authorize the disclosure, to anyone other than authorized officers or employees of Company; or,

(ii) Use for non-Company purposes or other non-permitted purposes;

Any of Company's Confidential/Proprietary Information or any other information disclosed to Company by a third party in circumstances which oblige Company to protect such information from unauthorized use and/or disclosure.

"Confidential/Proprietary Information" for the purposes of this Agreement shall mean all information, including without limitations trade secrets, formulas, patterns, compilations, programs, devices, methods, techniques, or processes, of a business, planning, marketing, sales lists, customer, scientific, technical or other nature, that derives actual or potential value from not being generally known, or readily ascertainable.

5. I shall keep on Company's premises (except when required elsewhere in connection with the conduct of Company's business) and shall deliver to Company upon termination of my employment, all things including models, circuits, instructions, drawings, notes, files, memoranda or other writings, software programs in source code or object code form, and magnetically or electronically stored information, which embody or contain any of the rights or information described in paragraphs 2 and 4 above. I further agree not to make or retain any copy, duplication, facsimile, reproduction or replication of the foregoing.

6. This Agreement shall supersede any and all previous oral or written communications, discussions or agreements between me and Company relating to the general subject matter addressed herein.

7. I shall at any time during and subsequent to my employment with Company reaffirm this Agreement or execute such further or other agreements with respect to the general subject matter addressed herein as Company, or an affiliate company may from time to time require.

8. In the event that my employment by Company is succeeded by employment with an affiliate company, the terms of this Agreement apply until an agreement relating to this subject matter is signed with the affiliate company, and if I do not execute an agreement with such affiliate company relating to this subject matter, terms identical to those set forth in this Agreement shall apply immediately in favor of such affiliate company upon commencement of my employment and until such an agreement is executed with such affiliate company.

AGREED this ____ day of _____, 20__.

Kalyanasish Bera

Signature:

SCHEDULE "D"

Components in salary	Per month	Per annum
Basic Salary	10,101.00	1,21,212.00
HRA	4,329.00	51,948.00
Total Gross salary	14,430.00	1,73,160.00
PF Contribution by employee	1,212.00	14,544.00
ESI contribution by employee	108.00	1,296.00
TDS		-
Professional Tax	110.00	1,320.00
Total Deductions (PF+ES+PT+TDS)	1,430.00	17,160.00
Net Salary	13,000.00	1,56,000.00
Employer contribution		
Employer PF contribution (with admin charges)	1,950.00	23,400.00
Employer ESI contribution		-
Gratuity (accrual only)		5,827.00
Total employer contribution	1,950.00	29,227.00
Variable Compensation *		
Growth Driven Performance Award** (0 -10% of Total Net Salary)		15,600.00
CTC=Gross salary + (Employer PF+ESI) + GDPA	16,380.00	2,14,987.00

Presently the Company has a Growth Driven Performance Award program. The Growth driven Performance Award are part of your Total

Compensation and are designed to support a team-oriented, high -performance work culture.

The GDP program will be based on individual and business performance, with result driven by how well GunjanApps Studios grows revenue and pre-tax profit, year over year.

* It's based on company and your performance, GDPA amount shown as 100%

**The actual pay out of Performance Award is based on your yearly performance. The company reserves the right at its discretion to adjust, cancel or otherwise modify the Performance Award Program at any time.

This is an information statement only that does not create a contract or any legal rights, for any further queries regarding this please contact your HR manager.

AGREED this ____ day of _____, 20____.

Kalyanasish Bera

Signature:



09-Feb-2022

Dear Nabarun Manna,
B.Sc (Hons), Computer Science
Vidyasagar University, Midnapur

Candidate ID – 18992051

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

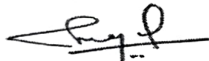
3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Nabarun Manna

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
Annual Gross Compensation			220,500
Incentive Indication (per annum)**			12,000
Annual Total Compensation			232,500
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			252,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND

Nabarun Manna, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited Nabarun Manna

Sign: _____

Sign: _____

Name:

Name:

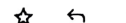
Offer Letter for the post of Management Trainee - Tech Development Inbox x



Pradipta Pal <pradipta@stockedge.com>

to me, Vivek, Vineet, Vinay, Biswajyoti ▾

Mon, 20 Mar, 17:22



SUB- Offer to join Kredent InfoEdge in the post of Management Trainee - Tech Development

Ref- Your application for the said post-dated on 13th March 2023 and subsequent personal interview held on 16th March 2023

Dear Riya,

Congratulations! It is my pleasure to formally welcome you to the family of Kredent InfoEdge. You will be associated with us as a **Management Trainee - Tech Development** which is a full-time job and will report to **Mr. Arindam Mukhopadhyay (Senior Project Manager)** with a 3 months probationary clause.

Your compensation package would be as follows:-

Monthly Stipend: Rs 15,000/-

Group Medical Insurance Benefit:

- Group Medical Insurance Coverage of **Rs.3,00,000 per annum** for Self, Spouse, and 2 Children
- Individual employee dashboard with online chat support will be provided to manage insurance

You will be under 1 year of employment agreement which will be effective from the date of joining.

Your KRA (Key Role Areas) will be assigned to you by your reporting head in due course of time.

You will be required to join the services of the organization on **22nd March 2023** at our **Saltlake Office**.

Address: - Kredent Towers, 5th Floor, EP Block, Sector V, Bidhannagar, Kolkata, West Bengal 700091, India

Contact Person- Mr. Biswajyoti Ghosh

Designation - Senior Manager- HR

Contact Number -9836786573

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands canceled with immediate effect.

Please note that this offer is contingent upon our receipt of attested copies of the following documents which will be verified with original documents.

Please note that this offer is contingent upon our receipt of attested copies of the following documents which will be verified with original documents.

Documents Checklist

Proof of Qualification

Mark statements and certificates from Class X onwards.

Proof of Address & Identity

Aadhar card, Voter ID card, PAN Card

Other Documents

Internship Letter (if any)

Bank statement (current financial year)

3 passport size photograph

you are requested to revert back in writing on an immediate basis in affirmation of your acceptance of this proposal.

This letter of offer is valid for the next 7 days from the date of this letter. In the meantime, you are requested to revert back in writing on an immediate basis in affirmation of your acceptance of this proposal.

In the meantime please visit www.stockedge.com / www.elearnmarkets.com for a better understanding of the organization.

We look forward to your joining the organization and a mutually enriching association.

—

Thanks,

Pradipta Pal


Senior Manager - HR

StockEdge



+918335817104

 stockedge.com

 Sector V, Kolkata

Confirmation of Internship - Riya Dowari

External

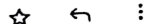
Inbox x



Biswajyoti Ghosh <career@stockedge.com>

to sabari.pramanik, biswapati.jana, bcc: me ▾

Wed, Jul 12, 4:16 PM (6 days ago)



Dear Sir/Madam,

I hope this letter finds you well. I am writing to confirm that Riya Dowari is currently continuing her internship as a Management Trainee - Tech Development in our organization. She has been an integral part of our team since her start date on 22/03/2023, and we remain satisfied with her performance and behavior.

If you require any further information or clarification regarding Riya's ongoing internship, please free to contact us.

Biswajyoti Ghosh

Senior Manager-HR

StockEdge



+919836786573

stockedge.com

Sector V, Kolkata

Ab apna **Investment expert** khud bano!

14th July 2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Sukla Manna**, D/O **Mr. Shyampada Manna**, a student of **MCA**, from **Vidyasagar University**, Midnapore, West Bengal, India, has successfully completed a long internship Programme (From **06/03/2023** to **30/06/2023**) on **Software Development** at **Miko Software Services LLP**. During the internship programme with us, she was found punctual and hardworking.

We wish her every success in life.

Sincerely,

MIKO Software Services LLP

Risajit Dhanas

Director

6th March, 2023

Subject: Letter of Intent

Hi Sukla,

Congratulations! This is regarding your discussion and interview with us, we feel delighted to offer you the position of "**Software Developer Trainee**" at **Miko Software Services LLP**.

Your joining date would be **6th March, 2023**. You will be under a **Training period of Three (3) months**. After the completion of three months, you will be treated as a confirmed employee based on your performance.

Please acknowledge this mail to accept the offer.

Yours truly,

Miko Software Services LLP

11th July 2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Sayantika Banerjee**, D/O **Mr. Prasanta Banerjee**, a student of **MCA**, from **Vidyasagar University**, Midnapore, West Bengal, India, has successfully completed a long internship Programme (From **15/03/2023** to **30/06/2023**) on **Software Development** at **Miko Software Services LLP**. During the internship programme with us, she was found punctual and hardworking.

We wish her every success in life.

Sincerely,

MIKO Software Services LLP

Prasanta Banerjee

Director

15th March, 2023

Subject: Letter of Intent

Hi Sayantika,

Congratulations! This is regarding your discussion and interview with us, we feel delighted to offer you the position of **"Software Developer Trainee"** at **Miko Software Services LLP**.

Your joining date would be **15th March, 2023**. You will be under a **Training period of Three (3) months**. After the completion of three months, you will be treated as a confirmed employee based on your performance.

Please acknowledge this mail to accept the offer.

Yours truly,

Miko Software Services LLP



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN : AAJ - 1276

Mani Casodena, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: 8F,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

June 01, 2023

Certificate

This to certify that under mentioned student from Vidyasagar University 4th semester has undergone internship program of 3 months in our organization and successfully completed the same.

Name of student: Mr. Sayan Jana

Duration of training: 1st March 2023 – 31st May 2023

The candidate was found to be enthusiastic and observant during the above mentioned period. His performance has been assessed as excellent.

For Gunjanapps Studios and Solution LLP

GUNJANAPPS STUDIOS AND SOLUTIONS LLP

Sourav Gupta

Designated Partner

Mr. Sourav Gupta





GunjanApps Studios

CERTIFICATE

Of Internship

This certificate is proudly awarded to

Sayan Jana

For his outstanding completion of the internship program
with GunjanApps Studios under the role of Unity Developer.



Gunjan Gupta (Director)
11.07.2023



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

June 01, 2023

Certificate

This to certify that under mentioned student from Vidyasagar University 4th semester has undergone internship program of 3 months in our organization and successfully completed the same.

Name of student: Mr. Rajesh Midya
Duration of training: 1st March 2023 – 31st May 2023

The candidate was found to be enthusiastic and observant during the above mentioned period. His performance has been assessed as excellent.

For Gunjanapps Studios and Solution LLP

GUNJANAPPS STUDIOS AND SOLUTIONS LLP

Sourav Gupta

Designated Partner

Mr. Sourav Gupta





Avalgate Software LLP

234, Dumdum Park,
Kolkata - 700055

To

Dated 1st of March'2023

Madhurima Pyne
C/o Gopal Chandra Pyne
Village – Hatkaliganj
P.O. & P.S. – Uluberia
District – Howrah
Pin - 711315

Sub: Induction as a Trainee in the organization

Dear Madhurima,

We welcome you in Avalgate Software as a trainee.

During the course of your training period, you will be taught by senior developers about how to develop programs in Java environment. Based upon your learning capability and knowledge gained, you will be contributing to the development process of live projects as well, during the tenure of your training period.

The duration of your training period will be of 6 (six) months.

You will be paid a consolidated amount of INR 7000/- (seven thousand only) per month during the training period.

Hence, your knowledge and programming capability will be evaluated and based upon the result, a suitable change in remuneration will be offered to you.

We wish you best of luck and many successful endeavors in this organization.

For Avalgate,

Debjit Dutta

(Designated Partner)



Avalgate Software LLP

234, Dumdum Park,
Kolkata - 700055

Date – 15th July 2023

CERTIFICATE

This is to certify that this internship report is submitted by Madhurima Pyne who is pursuing her internship under our supervision at Avalgate Software LLP.

This is towards the partial fulfilment for the award of degree in Masters of Computer Application (MCA).

Also, this states that, the intern (Madhurima Pyne) has partially completed this project titled "Health Fitness Application" on her own.

We wish her all the luck to successfully complete the degree with the help of this internship report.

Certified by:

Debjit Dutta

(Designated Partner)



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9ES10, 9th Floor,
Street 372, Plot No: 11F/04, Action Area: IIF,
New Town, Rajarhat, Kolkata- 700156

Email : support@gunjanappstudios.com
Phone : +91 6290419102

Date - March 9, 2023

Mrinalkanti Mondal
Kanksa Koral Para,
Panagarh Bazar, Bardhaman
West Bengal--713148
E-Mail: mrinal.official2001@gmail.com
Mobile: 6297452958

Dear Mrinalkanti,

Congratulations! We are pleased to offer you the position of **Intern** in Unity Development Team with GunjanApps Studios and Solutions LLP ("Company").

You agree to perform the duties associated with this position effective from **March 13, 2023** at GunjanApps Studios & Solutions LLP. Address Mani Casadana, East Tower, 9ES10, 9th Floor, Street 372, Plot No: 11F/04, Action Area: IIF, New Town, Rajarhat, Kolkata- 700156. You further acknowledge and agree that these duties may be changed from time to time by the Company, provided such duties are reasonably consistent with those normally associated with an intern at your level and designation.

This appointment may be terminated at any time by either party giving to the other party 15 (fifteen) days' notice in writing. The Company may make payment in lieu of such notice to the intern, or may accept payment in lieu of notice from the employee, at its sole discretion. The Company reserves the right to terminate your service at any time without notice should you be found guilty of misdemeanor, misconduct, harassment, negligence or any breach of the terms and conditions of this Agreement.

Sincerely,

Sourav Gupta,
Director, GunjanApps Studios and Solutions LLP

I accept this offer of internship on the terms set forth above and, in the schedules, (A, B) attached hereto.

MrinalKanti Mondal

Date:

Date of Birth:



GUNJANAPPS STUDIOS AND SOLUTIONS LLP

LLPIN - AAJ - 1276

Mani Casadana, East Tower, 9E510, 9th Floor,

Street 372, Plot No: 11F/04, Action Area: 11F,

New Town, Rajarhat, Kolkata - 700156

Email : support@gunjanappstudios.com

Phone : +91 6290419102

June 01, 2023

Certificate

This to certify that under mentioned student from Vidyasagar University 4th semester has undergone internship program of 3 months in our organization and successfully completed the same.

Name of student: Mr. Mrinalkanti Mondal
Duration of training: 1st March 2023 – 31st May 2023

The candidate was found to be enthusiastic and observant during the above mentioned period. His performance has been assessed as excellent.

For Gunjanapps Studios and Solution LLP

GUNJANAPPS STUDIOS AND SOLUTIONS LLP

Sourav Gupta

Designated Partner

Mr. Sourav Gupta





To whom it may concern,

This is to certify that **Mr. Subhasis Das** has successfully secured an Paid Internship position at **PAS Digital Technologies**. The candidate is currently working under our esteemed organization and has been contributing to various projects and assignments.

We are pleased to acknowledge that he has joined our team as an intern, effective **20th February, 2023**. He was actively and diligently involved in the projects and tasks assigned. Mr. Subhasis has worked on several projects as a **Fullstack Developer Trainee** under the guidance of **Mr. Subrata Kumar De**.

We wish every success in all his future endeavors.

Regards,

Aanchal Mukherjee

Aanchal Mukherjee
HR Manager

PAS Digital Technologies

✉ info@pasdigitech.com ☎ +919038561473 🌐 www.pasdgtal.com

📍 Module- 118, SDF Bulding, SDF More, Sector-5, Salt lake, Kolkata- 700091, WB, India

LETTER INTENT

Date- 17.02.2023
Name- Subhasis Das
Address-64/2/45 Biren roy
Road(E),Kolkata- 700008

Subject- Letter of Intent

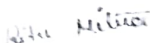
Dear Subhasis,

This letter is in reference to your candidate submitted in our company. We take pleasure in offering you the position of Software Developer Trainee in our organization. We would require you to submit your original documents of academic and previous job experience(if any) in your review.

Once we have reviewed your background we would be glad to provide you with the Letter of Intent as in the training period. Please provide us with your credential within 3 days from the receipt of the letter. Failure to do so would result in the nullification of this letter of intent.

Best & Regards

Sincerely,



Ritu Mitra
HR Manager

WWW.PASDIGITECH.COM
INFO@PASDIGITECH.COM
INDIA / KOLKATA



BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/06/2022

Soumyadip Banerjee

C109757

Vill- Amlagora, Post- Amlagora, PS- Garhbeta, District- Paschim Medinipur

9064086231

Dear Soumyadip Banerjee,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (If applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Soumyadip Banerjee

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements		Annual (INR)
(A) Annual Fixed Compensation		3,00,000/-
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)		25,500/-
Maximum Annual Total earning potential(A+B)		3,25,500/-
(C)# Additional Notional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)		INR 5,000/-
Notional Insurance Premium paid by Company		INR 11,300/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)		INR 325500/-
(D)##Additional Discretionary Reimbursements		
Annual Internet reimbursement		INR 12,000/- (capped at INR 1,000/- per month)
(E)Optional opportunity to participate in the Employee Share Purchase Plan		
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value		INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion,

amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

###(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card

8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Soumyadip Banerjee

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



Ref No: Kol/23/06/07

Dated: 07/06/2023

Dear Rajkumar Patra,

We are pleased to inform you that you are hereby appointed as a **Mobile Theme Developer/Graphic Designer** at Hastamev with effect from 1st June 2023.

Considering the first six months as your probation period, your performance, learning graph and quality of work shall be thereafter re-evaluated. Accordingly, your position in the team as well as your remuneration shall be revised.

During this period, your consolidated salary will be ₹15,000 per month.

The employee has the liberty to choose flexible working hours between 9 a.m. to 9 p.m. which shall not be less than 8 hours/day. The working hours are liable to be changed or extended as is reasonably necessary according to the convenience of the employer or for emergencies of work, at the sole discretion of the Company.

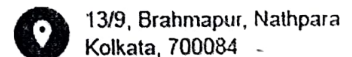
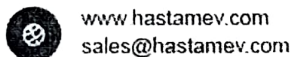
Following are your job responsibilities:

- Responsible to design wallpapers, icons, lock screens, mobile fonts using graphic designing tools and applications.
- Responsible to develop mobile themes using self-designed resources.
- Besides these specific duties, the employee will be expected to perform the other duties and obligation required of staff of his/her category and rank.
- Consultation regarding technical quality improvement as well as ensuring deadlines to make sure that the artworks are produced correctly on time.

1. Copyright Clause:

a. All the resources provided by the Employer(read Hastamev) and content created by the Employee shall be the sole property of the employer and it will be retained throughout the employer's lifetime.

b. All programs, system logins, manuals, designs, templates, literatures etc. developed by the employee while in company service will at all times be deemed to be the sole property of the company.



c. Under no circumstances will the employee share any resources, logins, passwords, and content with anybody else not related to the Company.

2. For Separation/Termination the following Terms and Conditions will hold:

a. Either party may terminate the services with 1 month notice without assigning reasons.

b. Upon joining, the employee is liable to work for a minimum period of 6 months.

c. Notice period is meant to ensure completion of jobs already taken, transfer of ongoing jobs, smooth transition and provide time to get suitable replacement. Failing to fulfil this commitment and purely at the discretion of the employer, for any risk whatsoever, the employee will be required to pay to the employer without demur, and on demand, a sum not exceeding 1 (one) month Salary as was being received by the employee at the time of said notice, as compensation. In the same manner, if the employer wants to dispense with the services of the employee, both notice period and compensation clauses apply to employer.

3. Leave:

a. Employee will be eligible for two weekly leave on Saturdays and Sundays, which can be changed or cancelled, if deemed necessary, at the sole discretion of the company. To take casual leave, which must not exceed 2 days in a month, the employee will be liable to complete the work and fulfil the daily target in advance or after resuming service. N.B. No leave is a matter of right.

b. State Holidays, subject to company's discretion, are applicable for all employees.

4. While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.

5. This is a position of continuous responsibility and does not entail payment of extra time or overtime.



8697699668



www.hastamev.com
sales@hastamev.com



13/9, Brahmapur, Nathpara
Kolkata, 700084



6. Employee shall maintain an efficient computer system with required specifications as laid down by the company throughout his/her service. Failure to do so will attract service termination.

7. Company shall not be liable to the employee for any special, incidental, consequential, direct or indirect damages or malfunctioning of the employee's computer system.

8. You are liable to be transferred from one job profile to another within the company. You shall do such other work, which will be assigned to you from time to time by the person with powers to issue such direction. Any such changes in assignment or transfer will not automatically be entitled to any additional remuneration, allowance, compensation, or other sum in respect thereof.

9. The employee, by signing this agreement, implicitly agrees to abide by the comprehensive Rules and Regulations of the company.

Regards,

Binod Ray

Hastamev

.....

Signature of the Employee



8697699668



www.hastamev.com
sales@hastamev.com




13/9, Brahmapur, Nathpara
Kolkata, 700084



Online Office Automation Information Management System

Employee Registration Report

General Information

Employee ID :	ABEPL0091		
Name :	Mr. ANIS KUMAR JANA		
Father's Name :	RANJIT KUMAR JANA		
Mother's Name :	MITHU JANA		
Spouse Name :	NA		
Date Of Birth :	28/05/2000		
Email ID :	anisjana10@gmail.com		Mobile No :
Pan No :	BSRPJ4902Q	Aadhaaar No :	924915133351
Voter ID :	NUT2348787		

Local Address

Address :	KONNAGAR FERI, WARD 13		
State :	WEST BENGAL	District :	PASCHIM MEDINIPUR
City :	GHATAL	Locality :	
Police Station :	GHATAL	Country :	INDIA
Zip Code :	721212		
PO :	GHATAL	Contact :	9732260972

Permanent Address

Address :	KONNAGAR FERI, WARD 13		
State :	WEST BENGAL	District :	PASCHIM MEDINIPUR
City :	GHATAL	Locality :	
Police Station :	GHATAL	Country :	INDIA
Zip Code :	721212		
PO :	GHATAL	Contact :	9732260972

Service Details

Department :	SALES AND MARKETING	Designation :	TERRITORY OFFICER
Head Quarter :	BERHAMPORE	CTC :	Rs. 200000.00 PER ANNUM
Date Of Joining :	01/08/2023	Allowances :	MTA. RS. 3.00 PER KM
Other Benefits :	INCENTIVE RS. 200000.00 PER ANNUM.	Leave Policies :	ENTITLED AFTER SIX MONTHS OF COMPLETION

Reward Program :	WEEKLY REWARD		Bonus Policies :	ONCE IN A YEAR AFTER CONFIRMATION
	PROGRAM WITH QUARTER			
	INCENTIVE AND ANNUAL			
Probation Period :	REWARD PROGRAM WITH			
	FOREIGN TRIP .			
	MINIMUM SIX MONTH			
	FROM THE DATE OF			
	JOINING.			

***** Service Terms are in the seperate Annexures.**

Authorised Signatory
Apisa Biotech



STAFF IDENTITY CARD



Name : **BISWAJIT MANNA**
Emp. ID. : 37
Designation : Technical Officer
Blood Group : B+ve
Contact No. : 6296324829
Emergency No.: 9832293248.


Authorised Signatory

Door No. 6-16/B, VV Palem,
Cherukupalli, Guntur Dist - 522 309., A.P., India
email : shinemaxaqua@gmail.com

DATE: 22/12/2023

OFFER ID: 81143-409309-426089

Offer Letter

Mr. Debojyoti Das
Vill- Bilbara
Post:- Panchrol P.S- Egra, Dist:- Purba Medinipur
Egra West Bengal - 721447

Dear Debojyoti Das,

We are delighted to offer you the position of **Assistant Manager- C I** in our **India Business Prescription Sales** team at Cipla based in **Kolkata** .

You will be assigned a role of “ Management Trainee”

Post your interactions with our leaders at Cipla, we believe that you have the qualifications for a great career with us. At Cipla, we are committed towards **Caring for Life**. By joining Cipla you will be assured of working with fine individuals in an excellence focused and innovation driven environment.

The complete break up of your current cost to company is attached in Annexure A of this letter. *You shall also be entitled to various benefits of the Company as applicable including Leave, Health Insurance, Travel expenses etc.*

Kindly confirm your acceptance in the next 3 days. You are expected to join us on or before 02/01/2024.

We welcome you to Cipla family!

For Cipla Ltd



Sanjivani Sadani
Head HR - India Business

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatro Kadam Marg, Lower Parel, Mumbai-400 013
Phone +91 22 24826000 Fax +91 22 24826120 E-mail contactus@cipla.com Website www.cipla.com
Corporate Identity Number L24239MH1935PLC002380

Annexure A

Name: Debojyoti Das	Designation: Assistant Manager
Location: Kolkata	Department: India Business Prescription Sales

COMPONENTS	PER MONTH(RS)	PER ANNUM(RS)
BASIC	8167	98000
HOUSE RENT ALLOWANCE	4083	49000
SPECIAL ALLOWANCE	7083	85000
FIXED SALARY RETIRALS (TOTAL A)	19333	232000
PROVIDENT FUND	1800	21600
EXGRATIA / BONUS	2200	26400
FIXED SALARY INCLUDING RETIRALS (TOTAL B)	23333	280000
TOTAL CTC	23333	280000

In addition to the above you will get the following:

- Hospitalization benefits for self
- Group Life Insurance for Self
- Gratuity as per law

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatro Kadam Marg, Lower Parel, Mumbai-400 013
 Phone +91 22 24826000 Fax +91 22 24826120 E-mail contactus@cipla.com Website www.cipla.com
 Corporate Identity Number L24239MH1935PLC002380

काकद्वीप शोध केन्द्र

भाकृअनुप-केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान

KAKDWIP RESEARCH CENTRE

ICAR-CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE ISO 90001:2008 CERTIFIED www.ciba.res.in

(Indian Council of Agricultural Research, Govt. of India) Kakdwip, South 24 Parganas, West Bengal - 743347, India

फा.संख्या/F.No.: NASF/Recruitment/23 - 372.

दिनांक/Date: 16.08.2023

ज्ञापन / MEMORANDUM

On behalf of the Director, CIBA, Chennai the undersigned is pleased to offer **Md. Galib Laskar** the post of Laboratory Assistant for the project titled "Captive Breeding of Hilsa, *Tenualosa ilisha* Phase-II" under NASF project at KRC of ICAR-CIBA, Kakdwip, West Bengal on the following terms and conditions.

1. The post is purely on temporary basis and carries consolidated remuneration of **Rs. 15,000/- per month.**
2. This post is co-terminus with the project or for the period specified by any other directive issued by CIBA / ICAR in future.
3. His place of posting will be at KRC of CIBA, Kakdwip and he is liable to work anywhere as decided by the Principal Investigator of the project.
4. He must submit all his original certificates to Office for verification.
5. The appointment will be terminated on completion of the term of appointment.
6. The appointment will also be terminated without notice, if at any time the incumbent is found to be negligent in his work or is guilty of unbecoming of conduct.
7. If he leaves his assignment without permission of the competent authority, he will not be paid any amount due to him by the institute.
8. His appointment will be subject to the condition that he is declared medically fit for service by the prescribed medical authority (form enclosed).
9. On appointment he will be required to take an Oath of Allegiance/faithfulness to the Constitution of India or make solemn affirmation to this effect (form enclosed).
10. He should submit a declaration regarding his marital status (form enclosed). If he has more than one spouse living or if he has contracted another marriage during the life time of his spouse by the first marriage or having contracted a marriage with a person who has already one spouse or more living, the appointment will be subject to exemption to him from the enforcement of the requirement in this behalf.
11. He should produce a Character Certificate (form enclosed) from the Head of educational institution last attended by him or from his employer, if any, duly attested by a Gazetted Officer.
12. His appointment will be considered to be a fresh appointment and he will not be entitled to any traveling and / or conveyance allowance for joining the post.
13. Other conditions of service will be governed by the existing rules and those, which will be issued from time to time by CIBA / ICAR.

....(2)

काकद्वीप शोध केन्द्र

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)

काकद्वीप, दक्षिण 24 परगणा, पश्चिम बंगाल - 743347, भारत

Phone: +91 3210 255072, Fax: +91 3210 257030, E-mail: krckakdwip@gmail.com / oic_krc.ciba@icar.gov.in



काकद्वीप शोध केन्द्र
भाकृअनुप-केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
KAKDWIP RESEARCH CENTRE
ICAR-CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE ISO 90001:2008 CERTIFIED www.ciba.res.in
(Indian Council of Agricultural Research, Govt. of India) Kakdwip, South 24 Parganas, West Bengal - 743347, India

- 2 -

14. He will have to give an undertaking (form enclosed) to the effect that patent rights, in respect of discoveries and inventions that he may make and technical and engineering 'know-how' of processes that he may develop during the course of his service with CIBA shall vest with ICAR.
15. He should state whether he is serving or is under obligation to serve another Central/State Government, a public authority or any foreign government, negotiations for which are already in progress. He should also state whether he has applied or is being considered for posts elsewhere. (form enclosed)
16. If any declaration given or information furnished by him proves to be false or if he is found to have willfully suppressed any material information, he will be liable to removal from appointment or such other action as may deem necessary.
17. Whenever he gets a better employment (or) tendering resignation for any personal reasons, he should give prior intimation to this office atleast for a period of one month for making alternate arrangements to carryout our research work smoothly. In the event of non-submission of prior intimation / one month's notice, his salary for one month will be forfeited without any further notice from this office.
18. He must submit a complete and detailed report of the work done by him in the project.
19. He will not be treated as an employee of the Institute and will have no right to claim any employment or engagement in CIBA / ICAR.

In case the post is acceptable on the terms and conditions mentioned above, **Md. Galib Laskar** should intimate his acceptance to this office immediately and report himself for duty at the office of KRC of CIBA, Kakdwip, **within 10 days** from the date of receipt of this Memorandum after which this offer will stand cancelled automatically.

Encl: उपरोक्त : As stated (Annexures 1-7)

To
✓ Md. Galib Laskar
C/o.: Abdur Razzak Laskar
Vill.- Ramgobindapur, P.O.+P.S.- Diamond Harbour
Dist.- South 24 Parganas, West Bengal – 743331

क्षेत्रीय केन्द्र के प्रधान /Head of Regional Centre

अनुसंधान केन्द्र के प्रधान
Head of Research Centre (HoRs)
काकद्वीप शोध केन्द्र, सिबा, काकद्वीप
KRC of ICAR-CIBA, Kakdwip

16/8/2023

Copy to:

- i) The Director, CIBA, Chennai for information
- ii) The SFAO, CIBA, Chennai for information
- iii) The DDO, CIBA, Chennai for information
- iv) The AAO (Stores), CIBA, Chennai for information

काकद्वीप शोध केन्द्र
केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)
काकद्वीप, दक्षिण 24 परगणा, पश्चिम बंगाल - 743347, भारत

Phone: +91 3210 255072, Fax: +91 3210 257030, E-mail: krckakdwip@gmail.com / oic_krc.ciba@icar.gov.in



DECLARATION

I _____ declare as under :

- i) that I am unmarried / a widower / a widow
- ii) that I am married and have only one spouse living
- iii) that I have entered into or contracted a marriage with another person during the life time of my spouse living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be terminated from the post of _____ under _____ Project at CIBA, Chennai.

Signature :

Name :

Place :

Date :

Note : Please delete clause/clauses not applicable.

DECLARATION

I _____ declare that prior to my acceptance of the offer of appointment to the post of _____ under the _____ Project at Central Institute of Brackishwater Aquaculture, Chennai, I have not applied for any job elsewhere / I have applied for the following jobs :

1.

2.

3.

In view of my acceptance of the offer of appointment to the post _____ under the _____ Project at Central Institute of Brackishwater Aquaculture, Chennai, I declare that these applications may be treated as withdrawn.

Signature :

Name :

Place :

Date :

OATH OF ALLEGIANCE

I _____ do swear /
solemnly affirm that I be faithful and bear true allegiance to India and to the
Constitution of India as by law established, that I will uphold the sovereignty of
India, and that I will carry out the duties of my office loyally, honestly, and
with impartiality.

“(So help me God)”

Signature :

Name :

Date :

Signature of officer before
whom the Oath of allegiance taken.

Signature :

Name :

Date :

DECLARATION

I understand that my employment under the _____ Project at Central Institute of Brackishwater Aquaculture, Chennai as _____ is temporary and that my services may be dispensed with at any time without notice and without any reason being assigned, I agree however that if I wish to resign my employment I shall give notice in writing for a period of not less than thirty days of my intention to resign.

Signature :

Name :

Date :

CERTIFICATE OF CHARACTER

Certified that I have known Shri. / Smt. / Kum. _____
_____ for the past _____ years _____ months
and that to the best of my knowledge and belief, he/she bears reputable
character and has no antecedents which render him/her unsuitable for
employment on temporary basis for the post of _____
under the _____ Project at CIBA, Chennai.

Shri. / Smt. / Kum. _____ is not
related to me.

Signature :

Name :

Designation :

Place :

Date :

ATTESTED

Signature :

Name :

Designation :
(Attesting authority)

Place :

Date :

FORM OF CERTIFICATE BY THE MEDICAL OFFICER

1. Name of the Officer :
2. Caste or Race :
3. Father's name & residence :
4. Date of Birth by Christian era as :
nearly as can be ascertained
5. Exact height by measurement :
6. Personal marks for identification :

7. Signature of candidate :

I do hereby certify that I have examined Shri. / Smt. / Kum. _____, a candidate for employment on temporary basis for the post of _____ under the _____ Project at Central Institute of Brackishwater Aquaculture, Chennai and cannot discover that he / she has any disease, constitutional affection or bodily infirmity, except _____. I do not consider this a disqualification for employment in the Office of Central Institute of Brackishwater Aquaculture, Chennai.

His/her age is, according to his/her own statement is _____ years and by appearance about _____ years.

Left-Hand thumb and finger impression :

Fourth or small finger	Third finger	Second finger	First finger	Thumb
---------------------------	-----------------	------------------	-----------------	-------

Taken before :

Name of Medical Officer - _____

Designation of Officer - _____

UNDERTAKING

I, _____ S/O _____ reported for Contractual _____ for the project titled "Captive Breeding of Hilsa, *Tenualosa ilisha* Phase-II" under NASF project at KRC of ICAR-CIBA, Kakdwip which is in operation at KRC of ICAR – CIBA, Kakdwip in the _____ noon of _____.

I have gone through the terms and conditions for the engagement of Contractual _____ and hereby undertake to abide by it.

Yours faithfully,



No. NMCG(Phase III)-1146(1)/2023-Adm.II /172

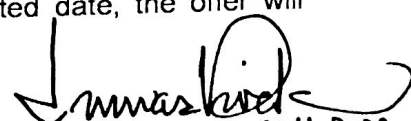
28th November, 2023

MEMORANDUM

The Director, ICAR-CIFRI has been pleased to offer temporary engagement to **Ms. Mitali Maity** D/o. Mr. Manoranjan Maity as **Research Assistant** under **Component- II [Ex situ development of Hilsa seeds collected from wild adults from river Ganga and enhancement of Hilsa stock in the middle stretch of river Ganga through ranching.]** of **"Fish Conservation and Stock Enhancement of Fishery of Ganga river basin (Phase-III)", Namami Gange Mission-II** on the following terms and conditions :

1. The project shall be operated from ICAR-Central Inland Fisheries Research Institute, Barrackpore.
2. His / Her place of posting will be at **ICAR-Central Inland Fisheries Research Institute, Barrackpore**; but he/she may be required to tour/visit or be deputed to any of the project sites as required from time to time.
3. His/ Her engagement will be initially for one (1) year, which may be extended up to **31st March 2026 or co-terminus with the Project**, whichever is earlier subject to satisfactory performance and availability of fund for the Project. The Director, ICAR-CIFRI may terminate his/her engagement without any prior notice or assigning any reason whatsoever.
4. **The Research Assistant** may resign from the post by giving one month's notice to the office. However, Director / P.I. of the project has discretion to waive off this condition.
5. The consolidated emoluments of **Research Assistant** is **₹31,000/- (Consolidated) per month**.
6. **TA/DA while on tour will be paid from the project fund/Institute fund as per rules.**
7. He/ She would be required to carry out the assignment in accordance with highest standard of professionalism, ethical, competence and integrity, having due regards to the nature and purpose of the assignment and will conduct him/her in a manner consistent herewith.
8. He/ She has to submit a report every month and the amount of consolidated emoluments **will be released only on the recommendation of the P.I. of the project.**
9. There will be no employer-employee relationship between **ICAR-CIFRI** and the **Research Assistant**. The **Research Assistant** shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employee of ICAR-CIFRI.
10. The **Research Assistant** should bring all the original certificates and testimonials in respect of his/her age, educational qualifications and experience at the time of joining.
11. Library/Transport facilities existing at the Institute will be available to him/her. Dispensary facilities existing at the Institute will be available in case emergency treatment is required while on duty.
12. The **Research Assistant** is engaged for full time; he/she will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
13. **LEAVE:** He/ she is allowed to avail 8 Casual Leaves (CL) and 2 Restricted Holidays in a calendar year.
14. **Request for accommodation will not be entertained.**

If the offer is acceptable to **Ms. Mitali Maity** on the above terms and conditions, he/she should report himself/herself for duty to **Dr. B. K. Das, Director & P.I. of the project, ICAR-CIFRI, Barrackpore after getting his/her original certificates verified with the AAO (Adm.II) within 08th December, 2023.** If he/she fails to join within the stipulated date, the offer will automatically be cancelled.


(Kumar Vivek) 28.11.2023
Chief Administrative officer

To
Ms. Mitali Maity,
Vill. – Bagpura, Post – Balisai,
Purba Medinipur, West Bengal - 721423
E-mail: maitymitali26@gmail.com
Mobile : 9339433615

DISTRIBUTION:

1. Dr. B. K. Das, Director & PI of the Project, ICAR-CIFRI, Barrackpore.
2. The Finance & Accounts Officer, ICAR-CIFRI, Barrackpore.
3. The Drawing & Disbursing Officer, ICAR-CIFRI, Barrackpore.
4. Director's Cell, ICAR-CIFRI, Barrackpore .
5. Chief Administrative Officer's Cell ICAR-CIFRI, Barrackpore.
6. Guard File.

Godrej Agrovet Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovet.com
Website : www.godrejagrovet.com
CIN : L15410MH1991PLC135359



WELCOME TO AQUA FEED BUSINESS

“Aqua Graduate Trainee”

NIRMAL SHIT



Godrej Agrovet Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovvet.com
Website : www.godrejagrovvet.com
CIN : L15410MH1991PLC135359

Date: 12th Dec 2023

Dear Nirmal,

We are pleased to welcome you to Godrej Agrovet Limited and be part of our Aqua Feed business Talent Development program. You will be designated as **“Aqua Graduate Trainee (AGT)”** during **the whole program. You are placed in Sales Department in Siwan, Bihar Location.**

This offer is subject to you being found medically fit, veracity of documents submitted during recruitment process, satisfactory reference checks and you joining us on **22nd Jan 2024.**

Please refer to Annexure-I for the compensation offered to you along with the break up. A detailed letter of appointment will be issued to you on the date of joining.

Please accept the offer with a revert on the mail you have received.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better.

Yours faithfully,

for **GODREJ AGROVET LTD.**

Mallika Mutreja

Head – Human Resources



Godrej Agrovet Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovvet.com
Website : www.godrejagrovvet.com
CIN : L15410MH1991PLC135359

Annexure I

Offer Structure – AQUA Graduate Trainee

Name: Nirmal Shit		
Components	Per Annum	Per Month
Basic	109620	9135
HRA	71256	5938
Supplementary Compensation	13164	1097
PF	17760	1480
Gratuity	5273	439
Bonus / Ex-Gratia	25200	2100
ESI	7125	594
Fixed CTC	249398	20783
PLVR Individual	60480	5040
PLVR Company	15120	1260
Total CTC	325000	27083
Net Take Home (Pre Tax)	260328	21694

- PLVR (Individual & Company) refers to Performance Linked Variable Remuneration, and is paid based on individual and organizational performance.
- PLVR Individual amount shall be paid Quarterly during the Aqua Graduate Trainee period.
- PLVR Company amount shall be paid after successful completion of the Aqua Graduate Training program.
- Your CTC takes into account the cost incurred on contribution towards Employee State Insurance (ESI) towards Hospitalization.
- **You will be eligible for increment after successful completion of your Aqua Graduate Trainee program.**

I agree to the above terms and conditions of employment

Nirmal Shit



FREQUENTLY ASKED QUESTIONS

1. What are the different components of my compensation structure?

Your compensation structure (CTC) has two broad components:

- a) Fixed Component
- b) Variable Component

2. What is the fixed component of my compensation structure?

- The Fixed component of your compensation structure includes Basic, House Rent Allowance (HRA), Supplementary Compensation, Bonus / Ex-Gratia, Provident Fund (PF), Employee State Insurance (ESI) and Gratuity. Basic will form a part of your monthly in-hand salary.
- House Rent Allowance (HRA) - This HRA component is a cash allowance in the salary structure and will be part of monthly in hand salary structure. This will be calculated as 65% of the basic.
- Bonus and Ex Gratia: AQUA Graduate Trainee shall be paid Statutory Bonus / Ex-Gratia amount of Rs 2100/- per month. For AQUA Graduate Trainee shall be eligible for the Statutory Bonus under the Payment of Bonus Act, 1965, this amount will be adjusted against the Statutory Bonus payable.
- During the AQUA Graduate period, No Trainee will be covered under 'The Extra Mile Sales Incentive Scheme'. The Extra Mile Incentive Scheme shall be made applicable once the AGT program is successfully completed.
- PF will be calculated as Gross excluding HRA. Provident Fund involves equal contributions from the employer and employee (the amount indicated is the employer contribution, the employee contribution will be made through a deduction from salary).
- Gratuity will be calculated as 4.81% of your Basic. Gratuity is payable as per the Payment of Gratuity Act, 1972 and eligibility commences on completion of 5 years of employment.
- ESI will be calculated as 3.25% of your monthly Gross. ESI is payable as per the Employee State Insurance Act 1948 and eligibility commences from the date of your joining. Employee contribution of 0.75% of your monthly Gross shall be deducted from the salary.



3. What is the difference between the Fixed and Variable components of my compensation structure?

The Fixed component is a fixed pre-determined component of your compensation structure. It is defined for AGT at the start of program which can't be changed until the program is complete.

The Variable component implies your Performance based pay, which is linked to your learning & development during the period and the annual business performance for a given financial year.

4. How long will be my AQUA Graduate Training period?

Your AGT program shall be for ONE Year from the date of joining after which basis your Performance assessment at regular intervals & final assessment after the completion of one year, your services in GAVL shall be confirmed. Once your services are confirmed there will be a change in compensation which will be communicated at that point of time.

5. What is my notice period?

During this AGT period, notice period will be **30 days** for either side. It is mandatory to serve full notice period. In case employee was not served with Notice period, the same will be adjusted or recovered from the full and final settlement of the employee.

6. What are the Leave Benefits that I can avail?

We believe that availing leave is necessary for you to improve productivity at the workplace and have a healthy work-life balance. Our Consolidated Privilege Leave (CPL) Policy is designed to best enable you to take regular leave and maintain this balance. You will be eligible for 25 working days of CPL annually (weekends and holidays falling during a period of CPL availed, will not be counted as part of the availed CPL) which is credited at the beginning of the year. This will be proportionately adjusted if you join or leave the services of the company during the year.



Godrej Agrovat Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovat.com
Website : www.godrejagrovat.com
CIN : L15410MH1991PLC135359

The Sick Leave Module is designed to enable you to avail leave on a 'need to' basis when you are unwell. In addition to this leave, you will also have Fixed Holidays as per the calendar for the year. AGTs availing Sick leaves for more than 15 days during the program shall have their AGTs period extended by exact number of days / months of Sick leave availed.

7. Is there a Code of Conduct I need to adhere to?

Yes, Godrej Code of Conduct outlines our Business Principles and how they apply to each of us. Employees are expected to adhere to these principles in both spirit and practice as they lead Godrej into the future. The Code of Conduct has been attached in the mail for your quick reference. You are requested to please go through the Code of Conduct in detail (specially the Confidentiality and Non-Compete clauses) before accepting the offer.

Thank You



26th July 2023

Dear Parthapratim Bera,

I am pleased to extend the following offer of employment to you on behalf of **Elanco India Private Limited**. You have been selected for the **Trainee – Technical & Sales**. Congratulations!

We believe that your academic knowledge would be an ideal fit for the **Aqua Division of Elanco India**. And we hope you will enjoy your role and make a significant contribution to the overall success of **Elanco India** along with enhancing your own learning curve.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with us.

Position

Trainee – Technical Services role in the **Aqua Division of Elanco India** is a full-time position which will report to Vijay Savana

Working hours

As a Trainee – Technical Services your regular weekly schedule will be from Monday to Saturday i.e 6 days a week. Weekly off - Sunday and other public holidays. The Public Holidays list shall be provided upon joining the organization.

This role demands travelling across the country or as defined by the manager from time to time. It is important to operate safely and comply with the Company's safety policies and procedures.

Compensation

Kindly refer to the attached compensation details. Your compensation review shall happen upon the successful completion of your probation period.

Probation Period –

Your probation period will be for 6 months from the date you have joined and may be extended for another 6 months depending upon the performance. At the absolute discretion of the Company, you may be considered for suitable employment in **Elanco India Private Limited**, subject to your successful completion of the probationary period & meeting other criteria's.

Notice Period for Termination:

The services of the employee are liable for termination in normal course with 1 month notice or fixed pay in lieu thereof from either side.

Commencement date:

Your employment will commence on or before 16th August 2023

Location

You will be based at **Balasore** but depending on the needs of the business you may be required to work at such other locations as determined by the company.

Please indicate your acceptance with these terms and conditions us on or before **28th July 2023**.

We look forward to welcoming you and the copy of employment /service agreement shall be shared at the time of onboarding.

If you have any questions or need additional information, please don't hesitate to contact us.

For Nova Human Resources Outsourcing Private Limited

Authorized Signatory

Annexure

NAME		Parthapratim Bera	
DESIGNATION		Trainee Technical & Sales (Aqua)	
EMOLUMENTS PAYABLE WITH THE FOLLOWING PARAMETERS			
LOCATION		BASIC SALARY	CTC pa
Mumbai		15060	398246
EMOLUMENT ITEMS			Amount in Rs.
Basic Salary + D.A			15060
House Rent Allowance			7530
Conveyance Allowance			1600
Medical Allowance			800
LTA			800
Special Allowance			760
Education Allowance			200
TOTAL			26750
DEDUCTIONS			
Provident Fund Contribution p.m.		12% of Basic	1807
Profession Tax			200
TOTAL DEDUCTIONS			2007
NET TAKE HOME			24743
Co. contribution to PF		12% of Basic	1807
PF Admin		1% of Basic	151
Bonus		per annum	15060
Gratuity		per annum	8693
Insurance		per month	1500
Communication Allowance		per month	1000
Cost to Company per month			33187
Cost to Company per annum			398246

**** Variable Pay is payable on successful completion of probation period on pro-rata basis.**

SKYZEN BIOSCIENCE LTD.

Registered Address : 4A, Tinkari Ghosh Lane, Kolkata-700026.

Admin office : 24, Sahanagar Road, Kolkata-700026

Branch Office : Bhebia, Chowmatha, Basirhat, 24 Parganas (N)

CIN No.: U24303WB2018PLC224772, PAN No.: AAZCS8849M, TAN No: CALS42130E



No: 1001/23

WELCOME TO SKYZEN GROUP



Mr. PRITAM BHUNIYA

SKYZEN BIOSCIENCE LTD.

Registered Address : 4A, Tinkari Ghosh Lane, Kolkata-700026.

Admin office : 24, Sahanagar Road, Kolkata-700026

Branch Office : Bhebia, Chowmatha, Basirhat, 24 Parganas (N)

CIN No.: U24303WB2018PLC224772, PAN No.: AAZCS8849M, TAN No: CALS42130E



No: 1001/23

To,

Mr. Pritam Bhuniya

S/o : Prbhat Bhuniya

Vill : Kismath Thiar, Post : Shyampur,

Ps: Ramnagar., Dist: Purba Midnapore,

West Bengal, Pin- 721423

Date: 22-11-2023

RE: LETTER OF OFFER OF EMPLOYMENT

Dear *Mr. Pritam Bhuniya*,

Following our recent discussions, we are delighted to offer you the position of *Trainee Technician* with *Skyzen Bioscience Ltd.* If you join *Our Organization*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*.

In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: **Aquaculture Technician (Trainee)**

Area: As per discussion with management from time to time.

Cost To Company : Rs 1,68,000 per annum approx.

Allowances : Travelling (Excess of the prescribed Limit) and House Rent (At the Place of Work) Reimbursement as per company rules and Discussions.

Probationary Period : Six Months.

Hours of work: As per this position requires

After the End of Probationary Period and upon satisfactory learning working ability company may issue Final Appointment Letter with the Additional Facilities,

Phone Reimbursement : Unlimited Call with 1.5 GB Data / Month.

Provident Fund and ESIC (Full Family Medical Benifit) : As per Company Policy.

Accidental Insurance Cover : As per Company Policy.

Increment : 15 % of Basic Pay or As per Company Policy.

Bonus : Rs 6000/- upon Completion of 365 days as Permanent Employee or as per Company Policy.

Child Education: Tution fees for Child Education once in a Year upto Rs 5000/-

House Development Allowance: Rs 6000/- once in a year payable to Spouse or Mother.

Payment : Bank Transfer or as per company Policy.

Terms And Conditions : Available in Annexure - 1 , Attached with Final Letter of Appointment

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

During the Employment you can not do any business / any collaboration with other company/ support to other person of any other company for any sector whether part time or full time.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards (or Labour Standards) for Your Province

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

We hope you will find this offer acceptable. You are requested to confirm your acceptance within 10 days in the given format.

Sincerely,

Rik Bhattacharya
CMD
Skyzen Bioscience Ltd.

Note :SKYZEN BIOSCIENCE LTD. is making this offer on Provisional Basis subject to verification and submission of all the required Testimonials, meeting prescribed job specifications and on being found Medically Fit. Thereafter the Final Appointment Letter will be handed over to you in person at the unit of your Posting after completion of the Probationary Period of Six Months.

Letter Of Acceptance

From:

Mr. Pritam Bhuniya

S/o : Prbhat Bhuniya

Vill : Kismath Thiar, Post : Shyampur,

Ps: Ramnagar., Dist: Purba Midnapore,

West Bengal, Pin- 721423

To:

SKYZEN BIOSCIENCE LTD.

4A, Tinkari Ghosh Lane,

Kolkata-700026.

With the Reference of the LETTER OF OFFER OF EMPLOYMENT **No: 1001/23** and
With the signature below, I accept this offer on November 25 at 8 AM, for employment. I
feel confident that I can make a significant contribution to the company and I am grateful
for the opportunity given to me.

As per discussion, I will report and join at work on 1st December 2023 at 9.00 AM,
Additionally I shall give a copy of each of my Identity proof, address proof, Educational
Qualification, PAN and Photographs to the admin of the company.

I look forward to work with the company's team and very happy to be joining as staff.

Thanking You,

Sincerely,

Mr. Pritam Bhuniya

Signature

Date



ICAR -CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
Barrackpore, Kolkata -700 120, West Bengal
☎ 033-2592-1190/91 📠: 033-2545-1063, ई-मेल/e-mail : director.cifri@icar.gov.in



F. No. EKW-1147(1)/2023-Adm.II | 2071

Dated 14th December, 2023

MEMORANDUM

The Director, ICAR-CIFRI has been pleased to offer temporary engagement to **Ms. Rumali Sahoo, D/o. Mr. Dipak Sahoo as Young Professional-I (Aquaculture)** under

Subproject 1 : Multiple value assessment –

A) Assessment of production of fish, fish disease and feasibility study of certification for fish produced in East Kolkata Wetlands

B) Assessment of agriculture (Paddy), horticulture, medicinal plants, floriculture and uses.

Subproject 2 : Culture of indigenous fish species

Subproject 3 : Assessment of invasive fish species with special emphasis on *Pterygoplichthys spp.* for control/eradication in East Kolkata Wetland

on the following terms and conditions :

1. The project shall be operated from ICAR-Central Inland Fisheries Research Institute, Barrackpore.
2. His / Her place of posting will be at **ICAR-Central Inland Fisheries Research Institute, Barrackpore**; but he/she may be required to tour/visit or be deputed to any of the project sites as required from time to time.
3. His/ Her engagement will be **initially for one (1) year, which may be extended further or co-terminus with the Project**, whichever is earlier subject to satisfactory performance and availability of fund for the Project. The Director, ICAR-CIFRI may terminate his/her engagement without any prior notice or assigning any reason whatsoever.
4. **The Young Professional-I** may resign from the post by giving one month's notice to the office. However, Director / P.I. of the project has discretion to waive off this condition.
5. The consolidated emoluments of **Young Professional-I** is **₹25,000/- (Rupees twenty five thousand) consolidated per month.**
6. **TA/DA while on tour will be paid from the project fund/Institute fund as per rules.**
7. He/ She would be required to carry out the assignment in accordance with highest standard of professionalism, ethical, competence and integrity, having due regards to the nature and purpose of the assignment and will conduct him/her in a manner consistent herewith.
8. He/ She has to submit a report every month and the amount of consolidated emoluments will be released only on the recommendation of the P.I. of the project.
9. There will be no employer-employee relationship between **ICAR-CIFRI** and the **Young Professional-I**. The **Young Professional-I** shall have no claim to absorption/regularization and financial benefits etc. that are admissible to regular employee of ICAR-CIFRI.
10. The **Young Professional-I** should bring all the original certificates and testimonials in respect of his/her age, educational qualifications and experience at the time of joining.
11. Library/Transport facilities existing at the Institute will be available to him/her. Dispensary facilities existing at the Institute will be available in case emergency treatment is required while on duty.

Contd.2..



S S ENTERPRISE

GSTIN : 19FONPS7858G1ZV

Regd. Office : Ramtarak, Shibtala, East Medinipur, Pin-721151 & Durgapur Bazar, Kalirhat, Krishnanagar, Nadia, Pin- 741102
Contact us : 8670750085 / Email : ssenterprise4ortuner@gmail.com

Ref : SSEM/SE/2024

Date : 16.01.2024

To,

Mr. Sagar Das Adhikari

Mathura, Patashpur,

East Medinipur, Pin- 721456

Letter of Appointment

Dear Sagar,

We take great pleasure welcoming you in our organization **S S ENTERPRISE**. We are pleased to appoint you as "Sales Executive" in Fishery Industry and your date of joining is **16.01.2024**.

Your cost to company (CTC) would be Rs. **168,000/-** per annum (In words: One lakh Sixty Eight Thousand Only). You will initially be on probation for a period of six months. The probation will include initial training and induction into **S S ENTERPRISE**. Your transition from probation to confirmation will be on a review at the end of the period of probation and you being issued a formal confirmation letter.

During probation, you will not be allowed any leave. During probation company reserves the right to terminate your employment in case of unsatisfactory performance or misconduct without giving any notice.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure- A.

You are required to agree to the Special Terms and Conditions including Confidentiality Clause as detailed in Annexure- B.

You are also required to submit the list of documents as detailed in Annexure- C listed on the day of your joining.

Your appointment 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/terminate our offer of employment.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming the best in the industry. We assure you of our support for your professional development and growth.

We encourage an open door culture in the company and encourage our people to self regulate their conduct. We however expect uncompromising adherence to our values of integrity, compassion, sharing and complete customer satisfaction.

We set even high standards for performance on the job and expect you to put in your best in meeting these standards.

Please return the duplicate copy of this letter of appointment, duly signed by you in token of acceptance of the above terms and conditions.

We wish you the very best in your new role with us and look forward to a long term association with you in **S S ENTERPRISE**.

Your's truly,

For **S S ENTERPRISE**

Sudipto Sarkar

Owner

Sagar Das Adhikari

Employee Registration Report

General Information

Employee ID :	ABEPL0088		
Name :	Mr. SANDIT PATRA		
Father's Name :	AMAL PATRA		
Mother's Name :	MANIMALA PATRA		
Spouse Name :	NA		
Date Of Birth :	27.05.99		
Email ID :	patrasandit1999@gmail.com		Mobile No :
Pan No :	FQHPP0038P	Aadhaar No :	815325462196
Voter ID :	NNS1997196		

Local Address

Address :	VILL-BAGPURA,P.O-BALISAI,P.S- RAMNAGAR,DIST-PURBA MEDINIPUR,		
State :	WEST BENGAL	District :	EAST MIDNAPUR
City :	RAMNAGAR	Locality :	RAMNAGAR BUS STAND
Police Station :	RAMNAGAR	Country :	INDIA
Zip Code :	721423		
PO :	BALISAI	Contact :	8327594969

Permanent Address

Address :	VILL-BAGPURA,P.O-BALISAI,P.S- RAMNAGAR,DIST-PURBA MEDINIPUR		
State :	WEST BENGAL	District :	EAST MIDNAPUR
City :	RAMNAGAR	Locality :	RAMNAGAR BUS STAND
Police Station :	RAMNAGAR	Country :	INDIA
Zip Code :	721423		
PO :	BALISAI	Contact :	8327594969

Service Details

Department :	SALES AND MARKETING	Designation :	TERRITORY OFFICER
Head Quarter :	AGARTALA	CTC :	Rs. 200000.00 PER ANNUM
Date Of Joining :	01-07-23	Allowances :	MTA. RS. 3.00 PER KM
Other Benefits :	INCENTIVE 200000.00 PER ANNUM	Leave Policies :	ENTITLED AFTER COMPLETION OF PROBATION PERIOD.
Reward Program :	WEEKLY REWARDS PROGRAM WITH QUARTER INCENTIVE AND ANNUAL REWARDS WITH FOREIGN HOLIDAY TRIP.	Bonus Policies :	ONCE IN A YEAR AFTER CONFIRMATION.
Probation Period :	MINIMUM SIX MONTH FROM THE DATE OF JOINING.		

*** Service Terms are in the seperate Annexures.

Sebanish Majumder



Authorised Signatory
Apisa Biotech

SATIMA ENTERPRISES

At :- Andhia Sahi, Canal Road, Po/Ps.: Nimapada, Puri, Odisha
Mob :- 9437090349, 7008875891, 7978331077
Email :- satimaenterprises1997@gmail.com
GSTIN No:- 21AEWPB6316G3ZN

Ref. CE/96/23

Date: 09/11/23

Dear Sibasankar Pradhan,

We are happy to inform you that Satima Enterprises, Authorised Distributor of Cargill Fish Feed, Odisha delighted to offer you the position of DSR with an anticipated start date of 11 November 2023, to sales & marketing of Cargill branded Fish Feed. Your head quarter will be Bolangir, Western Odisha.

We offer you the Rs.24000/- per month consolidated salary.

You will report directly to Rathindra Nath Shill, Key Account Manager & Technical Support by Sudarsan Das, Sales Officer Cargill Aqua Nutrition.

Your employment with Satima Enterprises will be on an at-will basis. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by 10.11.2023.

Sincerely,



P C Biswal
Pradeep Chandra Biswal

Prop: Satima Enterprises

Candidate Signature: Sibasankar Pradhan

Candidate Printed Name: Sibasankar Pradhan

Date: 10/11/2023

Employee Registration Report

General Information

Employee ID : ABEPL0087
Name : Mr. SUMAN DEY
Father's Name : SUBHAS CHANDRA DEY
Mother's Name : SMT CHHABI RANI DEY
Spouse Name : NA
Date Of Birth : 05.12.2000
Email ID : sumanday039@gmail.com
Pan No : FLMPD7911P
Voter ID : ZCO2301125

Mobile No :
Aadhaar No :



9932068885
439139454439

Local Address

Address : VILL-SAHARA,P.O-SAHARA,DIST-PURBA MEDINIPUR,STATE-WEST BENGAL
State : WEST BENGAL District : EAST MIDNAPUR
City : EGRA Locality : KHUDIRAM JAGARANI SANGHA CLUB
Police Station : EGRA Country : INDIA
Zip Code : 721446
PO : SAHARA Contact : 9932068885

Permanent Address

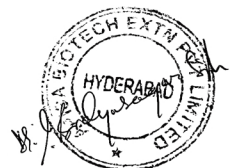
Address : VILL-SAHARA,P.O-SAHARA,DIST-PURBA MEDINIPUR,STATE-WEST BENGAL
State : WEST BENGAL District : EAST MIDNAPUR
City : EGRA Locality : KHUDIRAM JAGARANI SANGHA CLUB
Police Station : EGRA Country : INDIA
Zip Code : 721446
PO : SAHARA Contact : 9932068885

Service Details

Department :	SALES AND MARKETING	Designation :	TERRITORY OFFICER
Head Quarter :	LAKHIMPUR	CTC :	Rs. 200000.00 PER ANNUM
Date Of Joining :	01-07-23	Allowances :	MTA. RS. 3.00 PER KM
Other Benefits :	INCENTIVE 200000.00 PER ANNUM	Leave Policies :	ENTITLED AFTER COMPLETION OF PROBATION PERIOD.
Reward Program :	WEEKLY REWARDS PROGRAM WITH QUARTER INCENTIVE AND ANNUAL REWARDS WITH FOREIGN HOLIDAY TRIP.	Bonus Policies :	ONCE IN A YEAR AFTER CONFIRMATION
Probation Period :	MINIMUM SIX MONTH FROM THE DATE OF JOINING.		

*** Service Terms are in the seperate Annexures.

S. S. S. S. S.



Authorised Signatory
Apisa Biotech



STARVET CHEM PRIVATE LIMITED

An ISO 9001 : 2015 Certified Company & GMP Quality Certified Company

21th June, 2023

Mr. SUMAN MONDAL

C/O:-Niranjan Mondal

Vill:- Serkhanchak

P.O:- Serkhanchak

P.S:-Khejuri,

Dist:- Purba Medinipur

WEST BENGAL – 721432

Email:-sumanmondalsunu@gmail.com

Ph.no: 7365958782

Sub: Offer Letter

Dear **Mr. SUMAN MONDAL**

This has reference to the various interviews and discussions you had with us.

We are pleased to make provisional offer of appointment as “**AQUA SALES OFFICER**”. Headquartered at **CONTAL**. Your Monthly Earnings including salary, perks with annual benefits and statutory payments as applicable will total **Rs. 15,500/-** (Rs Fifteen thousand five hundred only)

The Breakup is as follows:

A) Basic Salary (Including of HRA and other allowances) : Rs. 10,500/-

B) Fixed T.A/D.A:Rs. 5,000/-

Total: Rs. 15,500/-

You are responsible for **2 Lakhs per Month Average Target as discussed**, Market Development, Sales execution, Collection, Customer's Follow up and Feedback etc.in your area.

You will be responsible collect all dues pertaining to Company in your area even Off Work until you receive Official Relieve from the Company in written.

On acceptance please submit Two recent passport size photographs, Photocopy of all educational certificates, Proof of age certificate, Aadhar/ PAN copy , Bank Account details, IT Declaration / Form 16 from last employer, Last employer's salary certificate. Relieving letter of the last employer.

You are required to join the Company as earliest time .Please returns a signed copy of this letter as a token of your acceptance of the offer. We expect you to join on **1th JULY 2023**

Initially you will be on **Six months'** probation period, which may extended by the company at its sole discretion. We look forward to a mutually rewarding relationship.

Yours faithfully,

For STAR VETCHEM PRIVATE LIMITED


HR MANAGER



Accepted & Agreed

Sign.....
Name:



शहीद भगत सिंह (सांध्य) महाविद्यालय

SHAHEED BHAGAT SINGH (EVENING) COLLEGE

दिल्ली विश्वविद्यालय (University of Delhi)

NAAC द्वारा 'A' श्रेणी प्राप्त NAAC Accredited 'A' Grade

शेख सराय फेस-2 (त्रिवेणी), नई दिल्ली-110017

Sheikh Sarai Phase - II, (Triveni) New Delhi-110017

Phone : 29253430, Tele/Fax : 011-29257826, Website : www.sbsec.org, E-mail: principal.sbsec@gmail.com



No. SBSEC/Eve./ 99

Date: 09-06-2023

Mr. PRITIRANJAN DAS

ADR5927299

ROOM NO: 165, DHAKA VILLAGE,

GTB NAGAR, NEAR PURANI CHAUPAL,

DELHI-110009

विषय: भूगोल विभाग में अनु.जा श्रेणी में सहायक प्रोफेसर के पद पर नियुक्ति

Sub.: Appointment as Assistant Professor in the Department of Geography under SC Category

श्रीमान/श्रीमती

Sir/Madam,

विज्ञापन सं. SBSEC/Teaching/2022/275 दिनांक: 26.12.2022 भूगोल विभाग में अनु.जा श्रेणी में आपके आवेदन/उम्मीदवारी के तहत, आपको सूचित किया जाता है कि विधिवत गठित चयन समिति की सिफारिश पर, जिसकी बैठक 05-06-2023 से 08-06-2023 तक हुई, यह निर्णय लिया गया है कि आपको शैक्षिक वेतन स्तर-10 (सातवें वेतन अधिनियम के अनुसार रुपये 57700-182400/-) साथ ही दिल्ली विश्वविद्यालय के नियमों तहत लागू भत्ते में अनु.जा श्रेणी के तहत भूगोल विभाग में स्थायी आधार पर सहायक प्रोफेसर के रूप में नियुक्ति हेतु अनुमोदन दिया है। नियुक्ति का प्रस्ताव निम्नलिखित नियमों और शर्तों के अधीन है:

With reference to your application/candidature for the post of Assistant Professor vide advertisement no. SBSEC/Teaching/2022/275 dated: 26.12.2022 in the Department of Geography under SC Category, I am to inform you that on the recommendation of the duly constituted Selection Committee, which met from 05-06-2023 to 08-06-2023, it has been decided to offer you appointment as an **Assistant Professor on permanent basis** in the **Department of Geography under SC Category** in the Academic Pay Level-10 (Rs.57700-182400/- as per VIIth CPC) plus allowances as applicable under the University of Delhi rules. The offer of appointment is subject to the following terms and conditions:

1. यह प्रस्ताव कॉलेज के शासी निकाय के अनुमोदन के अधीन है।
That this offer is subject to the approval of the Governing Body of the College.
2. आप अपने कार्यभार ग्रहण करने की तारीख से एक वर्ष की अवधि के लिए परीक्षा पर होंगे और इस परीक्षा अवधि को शासी निकाय द्वारा 12 महीने से अधिक नहीं बढ़ाया जा सकता है। आपकी परीक्षा अवधि समाप्त होने पर आपकी नियुक्ति की पुष्टि की जाएगी।
That you will be on probation for a period of one year from the date of your joining duty and this probationary period may further be extended by not more than 12 months by the Governing Body. You shall be confirmed in appointment on the expiration of your probationary period.
3. आपकी नियुक्ति की पुष्टि होने पर, आप समय-समय पर संशोधित दिल्ली विश्वविद्यालय कॉलेज सेवानिवृत्ति लाभ नियम, 1971 के अनुसार सेवानिवृत्ति लाभों के हकदार होंगे।
On confirmation of your appointment, you will be entitled to retirement benefits in terms of the Delhi University Colleges Retirement Benefit Rules, 1971, as amended from time to time.

शहीद भगत सिंह सांध्य महाविद्यालय, दिल्ली विश्वविद्यालय
Shaheed Bhagat Singh Evening College, University of Delhi

4. आपको दिया जाने वाला प्रारंभिक वेतन दिल्ली विश्वविद्यालय के अनुमोदन के अधीन है। वेतन के अतिरिक्त, आपको दिल्ली विश्वविद्यालय में समय-समय पर लागू नियमों के अनुसार दरों पर महंगाई भत्ता, परिवहन भत्ता और मकान किराया भत्ता प्राप्त होगा।

The initial pay offered to you is subject to the approval of the University of Delhi. In addition to pay, you will receive Dearness Allowance, Transport Allowance and House Rent allowance at the rates and according to the rules in force in the University of Delhi from time to time.

5. आपसे अध्यापन और अनुसंधान कार्य तथा ऐसे अन्य कार्य करने की अपेक्षा की जाएगी जो आपको समय-समय पर सौंपे जा सकते हैं।

You will be expected to do teaching and research work and such other works as may be assigned to you from time to time.

6. सेवा के नियम और शर्तें समय-समय पर दिल्ली विश्वविद्यालय के नियमों और विनियमों के अनुसार होंगे।
That the terms and conditions of service shall be in accordance with the rules and regulations of University of Delhi from time to time.

7. छुट्टी और सेवा की शर्तों से संबंधित सभी मामलों में, आप समय-समय पर दिल्ली विश्वविद्यालय में लागू अध्यादेशों और नियमों द्वारा शासित होंगे।

In all matters relating to leave and conditions of service, you will be governed by the Ordinances and Rules in force in the Delhi University from time to time.

8. कार्यभार ग्रहण करने की तारीख से एक महीने के भीतर आपको महाविद्यालय के शासी निकाय के साथ 'सेवा का समझौता' करना होगा।

You will be required to enter into an 'Agreement of Service' with the College Governing Body within one month from the date of joining.

9. यदि आप पहले से ही किसी अन्य संगठन/संस्थान में कार्यरत हैं, तो आपको अपने पिछले नियोक्ता से कार्यमुक्ति पत्र लाना अनिवार्य है, अन्यथा आपको कार्यभार ग्रहण करने की अनुमति नहीं दी जाएगी। साथ ही आपको अपने वेतन के निर्धारण के उद्देश्य से अपने पिछले नियोक्ता से सतर्कता निकासी प्रमाणपत्र के साथ अपना अंतिम वेतन प्रमाण पत्र लाना आवश्यक है।

In case, you are already in employment in another organization/institution, you should bring the relieving letter from your previous employer, failing which you will not be allowed to join. You are required to bring your Last Pay Certificate alongwith Vigilance Clearance Certificate from your previous employer for the purpose of fixation of your pay.

10. जैसा कि आपके आवेदन में उल्लेख किया गया है, आपकी नियुक्ति योग्यता, आयु, जाति (यदि अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / ईडब्ल्यूएस से संबंधित है) या पीडब्ल्यूबीडी, शिक्षण / डॉक्टरेट के बाद के शोध / प्रकाशन, अनुभव आदि के सत्यापन के अधीन होगी।

The appointment will also be subject to verification of your qualification, age, caste (if belong to SC/ST/OBC/EWS) or PwBD, teaching/post-doctoral research/publication, experience etc. as mentioned in your application.

11. आपकी नियुक्ति आपके चिकित्सकीय रूप से फिट पाए जाने के अधीन है, जिसके लिए आपको अपने कार्यभार ग्रहण करने की तारीख के एक सप्ताह के भीतर निम्नलिखित में से किसी एक से चिकित्सा फिटनेस प्रमाण पत्र प्रस्तुत करना होगा और साथ ही आपके द्वारा उपरोक्त पद के लिए आवेदन में उल्लिखित परीक्षाओं के सत्यापन के अधीन भी होगा:

Amber

Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following within a week of the date of your joining the duty and also subject to verification of the examinations passed as mentioned in your application for the aforesaid post:

- प्रभारी चिकित्सा अधिकारी, WUS स्वास्थ्य केंद्र, छात्र मार्ग, दिल्ली-110007
The Medical Officer-in-Charge, WUS Health Centre, Chhatra Marg, Delhi-110007.
- दिल्ली या दिल्ली के बाहर किसी भी मेडिकल कॉलेज/संस्थान के प्रोफेसरों / सहायक निदेशक या एसोसिएट प्रोफेसर।
Professors / Asstt. Directors or Associates Professors of any of the medical colleges/institutions in Delhi or outside Delhi.
- मेडिकल या जूनियर होनर० में से कोई भी भारत में चिकित्सक / सर्जन या जिला चिकित्सा अधिकारी।
Any of the Medical or Junior Hony. Physicians/Surgeons or District Medical Officer in India.
- सीजीएचएस/ईएसआई के वरिष्ठ या कनिष्ठ चिकित्सक/सर्जन।
Senior or Junior Physicians/Surgeons of the CGHS/ESI.
- सिविल सर्जन या भारत में जिला चिकित्सा अधिकारी
Civil Surgeon or Distt. Medical Officer in India.

यदि उपरोक्त नियमों और शर्तों के तहत नियुक्ति की पेशकश आपको स्वीकार्य है, तो आपसे अनुरोध है कि आप इस पत्र के जारी होने की तारीख से 15 दिनों के भीतर तुरंत अपने कर्तव्यों में शामिल हों।

If the offer of appointment under the above terms and conditions is acceptable to you, you are requested to join your duties immediately but not later than 15 days from the date of issue of this letter.

सादर

Yours sincerely,

(प्रो. अरुण कुमार अत्री)

(Prof. Arun Kumar Attree)

प्राचार्य

Principal



No. SBSC/1726

Date: 29-03-2023

MR. SURAJ KUMAR MALLICK

ADR5882384

VILL- JOYPUR

P.O- JOYPUR

KRISHNAGAR, West Bengal

741102

विषय: भूगोल विभाग में अनुसूचित जाति श्रेणी में सहायक प्रोफेसर के पद पर नियुक्ति

Sub.: Appointment as Assistant Professor in the Department of Geography under SC Category.

श्रीमान/श्रीमती

Sir/Madam,

विज्ञापन सं. SBSC/Advt/Teach/2022/1106 दिनांक: 15.12.2022 भूगोल विभाग में अनुसूचित जाति श्रेणी में आपके आवेदन/उम्मीदवारी के तहत, आपको सूचित किया जाता है कि विधिवत गठित चयन समिति की सिफारिश पर, जिसकी बैठक 24-03-2023 से 28-03-2023 तक हुई, यह निर्णय लिया गया है कि आपको अकादमिक वेतन स्तर-10 (सातवें वेतन अधिनियम के अनुसार रुपये 57700-182400/-) साथ ही दिल्ली विश्वविद्यालय के नियमों तहत लागू भत्ते में अनुसूचित जाति श्रेणी के तहत भूगोल विभाग में स्थायी आधार पर सहायक प्रोफेसर के रूप में नियुक्ति हेतु अनुमोदन दिया है। नियुक्ति का प्रस्ताव निम्नलिखित नियमों और शर्तों के अधीन है:

With reference to your application/candidature for the post of Assistant Professor vide advertisement no. SBSC/Advt/Teach/2022/1106 dated: 15.12.2022 in the Department of Geography under SC category, I am to inform you that on the recommendation of the duly constituted Selection Committee, which met from 24-03-2023 to 28-03-2023, it has been decided to offer you appointment as an **Assistant Professor on permanent basis** in the **Department of Geography under SC Category** in the Academic Pay Level-10 (Rs.57700-182400/- as per VIIth CPC) plus allowances as applicable under the University of Delhi rules. The offer of appointment is subject to the following terms and conditions:

1. यह प्रस्ताव कॉलेज के शासी निकाय के अनुमोदन के अधीन है।
That this offer is subject to the approval of the Governing Body of the College.
2. आप अपने कार्यभार ग्रहण करने की तारीख से एक वर्ष की अवधि के लिए परीक्षा पर होंगे/होंगी और इस परीक्षा अवधि को शासी निकाय द्वारा 12 महीने से अधिक नहीं बढ़ाया जा सकता है। आपकी परीक्षा अवधि समाप्त होने पर आपकी नियुक्ति की पुष्टि की जाएगी।
That you will be on probation for a period of one year from the date of your joining duty and this probationary period may further be extended by not more than 12 months by the Governing Body. You shall be confirmed in appointment on the expiration of your probationary period.
3. आपकी नियुक्ति की पुष्टि होने पर, आप समय-समय पर संशोधित दिल्ली विश्वविद्यालय कॉलेज सेवानिवृत्ति लाभ नियम, 1971 के अनुसार सेवानिवृत्ति लाभों के हकदार होंगे/ होंगी।
On confirmation of your appointment, you will be entitled to retirement benefits in terms of the Delhi University Colleges Retirement Benefit Rules, 1971, as amended from time to time.

शेखर भगत सिंह महाविद्यालय

(दिल्ली विश्वविद्यालय)

शेखर सराय (त्रिवेणी) फेज-II, नई दिल्ली-110017

रा० मू० प्र० प० मान्यता प्राप्त 'अ' श्रेणी

दूरभाष : 011-29250306, 011-29257472

ई-मेल: sbsscprincipal@gmail.com

वेबसाइट : www.sbsc.in



SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

SHEIKH SARAI (TRIVENI) PHASE-II, NEW DELHI-110017

NAAC Accredited 'A' Grade

PHONE : 011-29250306, 011-29257472

E-mail: sbsscprincipal@gmail.com, Website: www.sbsc.in

4. आपको दिया जाने वाला प्रारंभिक वेतन दिल्ली विश्वविद्यालय के अनुमोदन के अधीन है। वेतन के अतिरिक्त, आपको दिल्ली विश्वविद्यालय में समय-समय पर लागू नियमों के अनुसार दरों पर महंगाई भत्ता, परिवहन भत्ता और मकान किराया भत्ता प्राप्त होगा।

The initial pay offered to you is subject to the approval of the University of Delhi. In addition to pay, you will receive Dearness Allowance, Transport Allowance and House Rent allowance at the rates and according to the rules in force in the University of Delhi from time to time.

5. आपसे अध्यापन और अनुसंधान कार्य तथा ऐसे अन्य कार्य करने की अपेक्षा की जाएगी जो आपको समय-समय पर सौंपे जा सकते हैं।

You will be expected to do teaching and research work and such other works as may be assigned to you from time to time.

6. सेवा के नियम और शर्तें समय-समय पर दिल्ली विश्वविद्यालय के नियमों और विनियमों के अनुसार होंगी।

That the terms and conditions of service shall be in accordance with the rules and regulations of University of Delhi from time to time.

7. छुट्टी और सेवा की शर्तों से संबंधित सभी मामलों में, आप समय-समय पर दिल्ली विश्वविद्यालय में लागू अध्यादेशों और नियमों द्वारा शासित होंगे।

In all matters relating to leave and conditions of service, you will be governed by the Ordinances and Rules in force in the Delhi University from time to time.

8. कार्यभार ग्रहण करने की तारीख से एक महीने के भीतर आपको महाविद्यालय के शासी निकाय के साथ 'सेवा का समझौता' करना होगा।

You will be required to enter into an 'Agreement of Service' with the College Governing Body within one month from the date of joining.

9. यदि आप पहले से ही किसी अन्य संगठन/संस्थान में कार्यरत हैं, तो आपको अपने पिछले नियोक्ता से कार्यमुक्ति पत्र लाना अनिवार्य है, अन्यथा आपको कार्यभार ग्रहण करने की अनुमति नहीं दी जाएगी। साथ ही आपको अपने वेतन के निर्धारण के उद्देश्य से अपने पिछले नियोक्ता से सतर्कता निकासी प्रमाणपत्र के साथ अपना अंतिम वेतन प्रमाण पत्र लाना आवश्यक है।

In case, you are already in employment in another organization/institution, you should bring the relieving letter from your previous employer, failing which you will not be allowed to join. You are required to bring your Last Pay Certificate alongwith Vigilance Clearance Certificate from your previous employer for the purpose of fixation of your pay.

10. जैसा कि आपके आवेदन में उल्लेख किया गया है, आपकी नियुक्ति योग्यता, आयु, जाति (यदि अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / ईडब्ल्यूएस से संबंधित है) या पीडब्ल्यूबीडी, शिक्षण / डॉक्टरेट के बाद के शोध / प्रकाशन, अनुभव आदि के सत्यापन के अधीन होगी।

The appointment will also be subject to verification of your qualification, age, caste (if belong to SC/ST/OBC/EWS) or PwBD, teaching/post-doctoral research/publication, experience etc. as mentioned in your application.

11. आपकी नियुक्ति आपके चिकित्सकीय रूप से फिट पाए जाने के अधीन है, जिसके लिए आपको अपने कार्यभार ग्रहण करने की तारीख के एक सप्ताह के भीतर निम्नलिखित में से किसी एक से चिकित्सा फिटनेस प्रमाण पत्र प्रस्तुत करना होगा और साथ ही आपके द्वारा उपरोक्त पद के लिए आवेदन में उल्लिखित परीक्षाओं के सत्यापन के अधीन भी होगा।

Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following within a week of the date of your joining

शहीद भगत सिंह महाविद्यालय
(दिल्ली विश्वविद्यालय)
शरीर सराय (त्रिवेणी) फेज़-II, नई दिल्ली-110017
रा० मू० प्र० प० मान्यता प्राप्त 'अ' श्रेणी
दूरभाष : 011-29250306, 011-29257472
ई-मेल: sbsscprincipal@gmail.com वेबसाइट: www.sbsc.in



SHAHEED BHAGAT SINGH COLLEGE
(UNIVERSITY OF DELHI)
SHEIKH SARAI (TRIVENI) PHASE-II, NEW DELHI-110017
NAAC Accredited 'A' Grade
PHONE : 011-29250306, 011-29257472
E-mail: sbsscprincipal@gmail.com, Website: www.sbsc.in

the duty and also subject to verification of the examinations passed as mentioned in your application for the aforesaid post:

- प्रभारी चिकित्सा अधिकारी, WUS स्वास्थ्य केंद्र, छात्र मार्ग, दिल्ली-110007
The Medical Officer-in-Charge, WUS Health Centre, Chhatra Marg, Delhi-110007.
- दिल्ली या दिल्ली के बाहर किसी भी मेडिकल कॉलेज/संस्थान के प्रोफेसरों / सहायक निदेशक या एसोसिएट प्रोफेसर।
Professors / Asstt. Directors or Associates Professors of any of the medical colleges/institutions in Delhi or outside Delhi.
- मेडिकल या जूनियर होनर० में से कोई भी भारत में चिकित्सक / सर्जन या जिला चिकित्सा अधिकारी।
Any of the Medical or Junior Hony. Physicians/Surgeons or District Medical Officer in India.
- सीजीएचएस/ईएसआई के वरिष्ठ या कनिष्ठ चिकित्सक/सर्जन।
Senior or Junior Physicians/Surgeons of the CGHS/ESI.
- सिविल सर्जन या भारत में जिला चिकित्सा अधिकारी
Civil Surgeon or Distt. Medical Officer in India.

यदि उपरोक्त नियमों और शर्तों के तहत नियुक्ति की पेशकश आपको स्वीकार्य है, तो आपसे अनुरोध है कि आप इस पत्र के जारी होने की तारीख से 15 दिनों के भीतर तुरंत अपने कर्तव्यों में शामिल हों।

If the offer of appointment under the above terms and conditions is acceptable to you, you are requested to join your duties immediately but not later than 15 days from the date of issue of this letter.

सादर

Yours sincerely,

(प्रो. अरुण कुमार अत्री)

(Prof. Arun Kumar Attree)

प्राचार्य

Principal

OFFICE OF THE DISTRICT PRIMARY SCHOOL COUNCIL
BANKURA

Vidya Bhaban, Machantala, Bankura-722101



03242-251257



03242-251070



dpscbankura@yahoo.com



www.dpscbankura.org

Memo No. 713/BNK/PTR

Date: 06-02-2024

APPOINTMENT LETTER

Medium: - BENGALI

OFFICE MEMORANDUM

In terms of the West Bengal Primary School Teachers Recruitment Rules, 2016 (amended upto date), framed under the provisions of the West Bengal Primary Education Act, 1973, Sri/Smt. SASTHI MANDAL Son/Daughter/Wife of MALAY MANDAL duly recommended by the West Bengal Board of Primary Education (vide Memo No. 125/WBBPE/2024 date. 03-02-2024) under PH - category as trained candidate is hereby appointed to the post of Assistant Teacher of GILIRPAHARI PRY SCHOOL (DISE Code: 19132003305) under SIMLAPAL WEST Circle in the Scale of Pry. Rs. 7100/- -37600/- (PB-3) + Grade Pay Rs. 3600/-, under ROPA 2009 corresponding to the revised Pay under ROPA 2019 in the Pay Level – 9 and Cell – 1 plus usual allowance as admissible under Rules with effect from the date of which he/she joins the post.

The appointment letter will be treated as cancelled automatically if he/she fails to join the post within 15 working days from the date of issue of this Memo. This appointment letter also be automatically become null and void if any lapses or discrepancies are detected by the authority after joining the said post, in respect of age, qualification, certificate or other documents, etc. relating to such appointment.

This appointment letter is issued subject to the final result/outcome of Special Leave to Appeal (Civil)12660/2023 [Soumen Paul & Ors. Vs. Shrabani Nayek & Ors.] WITH Special Leave to Appeal (Civil)25324/2023 [Arindom Marjit & Ors. Vs. State of West Bengal & Ors.] WITH Diary no. 25090/2023 [IA No. 194591/2023], pending before the Hon'ble Supreme Court of India.

NB: - No TA will be admissible for joining the post."

Chairman
District Pry. School Council
Bankura

Memo No: 713/BNK/PTR(7)

Date: 06-02-2024

Copy forwarded for information and necessary action to: -

1. The Commissioner of School Education, Directorate of School Education, Govt. of West Bengal, Bikash Bhavan, 7th Floor, Salt Lake, Kolkata – 700091.
2. The Secretary, West Bengal Board of Primary Education, DK – 7/1, Sector – II, Salt Lake, Kolkata – 700091.
3. The District Inspector of Schools (PE) Bankura.
4. The Sub Inspector of Schools, SIMLAPAL WEST Circle. He/She is requested to verify carefully the original certificates in regard to teacher's qualification, age and other testimonials of the new appointee before accepting his/her joining report of the teacher and an attested copy of his / her qualification i.e. Mark sheet/Certificate along with the said bill.
5. The H.T./TIC, GILIRPAHARI PRY SCHOOL (DISE Code: 19132003305).
6. Sri/Smt. SASTHI MANDAL
SAKSHIGOPALPARA, BISHNUPUR, BISHNUPUR, BISHNUPUR, BANKURA, WEST BENGAL, 722122
He/She is instructed to join the post as per order above within 15 working days from the date of issue of this memo and to submit his / her joining report to the Sub- Inspector of Schools of the Circle concerned through proper channel.
7. Office copy.

Chairman/Secretary
District Pry. School Council
Bankura



Reliance Brands Limited

8th Floor Maker Tower 'E',
Cuffe Parade, Mumbai 400 005
Tel: +91 22 3555 3200
Fax: +91 22 3555 3299

Date: 28 July, 2022

Ref: HR/JUL/22/A1/60390445/60217472/1001283218

Mr. Satyam Bhandari
EFR Salua Housing Complex
Salua
Salua 721145
West Bengal, India

Offer cum Appointment Letter

Dear **Mr. Satyam**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Fashion Consultant** in **A1 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Kolkata**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

2. COMPENSATION:

Your compensation is on a Cost to Company (CTC) basis which is the sum of Fixed Pay, Retirals and Performance Linked Incentive, payable as detailed in Annexure 1A and Annexure 1B.

- i. **Fixed Pay:** This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the Company.
- ii. **Retirals:**

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

Performance Linked Incentive (PLI): This will be paid to you based on the guidelines set by the Company on individual/ Company performance. Wherever applicable and as determined by the Company, PLI is payable subject to you continuing in the services of the Company and not serving notice period as on the date of disbursement. PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date the amount is disbursed, notwithstanding any delay on the announcement of such disbursement. PLI is a discretionary plan and does not result in a guarantee or entitlement of payment to any individual. As such, Reliance reserves the right to vary, amend, terminate or withdraw the PLI plan at any time (including at any time during the on-going performance year) and without prior notice. Further, Reliance may withhold payment of PLI from any employee who has or may have committed any illegal, fraudulent or unethical act, or who has or may have violated any company policy or procedure including the Reliance Code of Conduct, all within the sole discretionary interpretation of Reliance.

- iii. Under Choice Pay, you have an option to select various elements. You are required to structure your individual preference of Choice Pay and provide details to HR at the time of joining.
- iv. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. The available CTC components along with limits have been detailed in Annexure 1A.
- v. The compensation components, as detailed in Annexure 1A, are discretionary and the Company has the right to change these components at any time without notice.
- vi. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.
- vii. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

3. GENERAL:

- i. The Annexure 1B and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.
- ii. Any payments made towards recovery of notice period by your previous employer, joining/ relocation expenses paid by the Company, reimbursement or any other expenses as part of the joining will be recovered in full in the event of your separation from the company before completion of one year of joining.
- iii. You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.
- iv. This offer is subject to your joining us on or before **09 August 2022** and us receiving the following:
 - a. Acceptance within 3 days from issue of this letter.
 - b. A copy of your resignation letter within 3 days; and acceptance of resignation within 7 days of receiving this letter
 - c. Successful clearance of the pre- employment medical examination.
 - d. Successful third party verification of your personal & professional details.
 - e. All supporting documents related to your previous emoluments and employment.
 - f. The contact details of 3 references (1 of the HR or Reporting manager in the current organization, 1 from previous organization and 1 any other senior person of your professional / personal contact)

We wish you a long and successful association with Reliance family.

Sincerely yours,

Reliance Brands Limited

I accept the above terms and I will join on _____



Authorised Signatory

Signature of the Employee

Annexure 1A			
Name: Satyam Bhandari		Grade : A1	
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	10,733	1,28,790
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer Annexure	Refer Annexure
4	Leave Travel Allowance	Refer Annexure	Refer Annexure
5	Medical Reimbursement	Refer Annexure	Refer Annexure
6	Bonus*	2,147	25,758
7	Residual Choice Pay	4,439	53,262
<u>Housing</u>			
8	House Rent Allowance	5,366	64,395
<u>Retirals</u>			
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	516	6,195
Total Fixed Pay [A]		25,000	3,00,000
<u>B. Performance Linked Incentive</u>			
	Performance Linked Incentive		50,000
Total Performance Linked Incentive [B]			50,000
Total CTC (A + B)		29,167	3,50,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p> <p>(**) For Insurance Premium debits, please refer Annexure 1B</p>			

Insurance (Pay Slip Debit As Per Grade)		Monthly	Annual
	GPA Insurance Premium		
	Group Term Life Insurance Premium		
	Medical Insurance Premium		

Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially 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 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company 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 in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

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. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. 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.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. 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 missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company 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.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any 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. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue

to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** 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:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management 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 may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** 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 action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, 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.
- i. **Harassment:** 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.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of Reliance or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. 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.
- b. **Rules Regulations and Policy on Ethics:** 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 that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** 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.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

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.

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 confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:

Candidate ID:6365523 /1452179,

Date of Joining:09/16/2022,

Joining Location:Kolkata IN,

Designation:Associate.

Dear Taniya Poddar ,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Kolkata IN office, for joining formalities as per the address mentioned below:

Address

<https://goo.gl/maps/iyWU8XP7TENxo6RA7>

Block No -DH, Newtown, Rajarhat, District-North 24 parganas, Kolkata- 700156 West Bengal, India

Candor Tech Space IT/ITES SEZ, Candor Kolkata One Hitech Structures Private Limited, Tower A3-1st to 4th Floor,

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3.	Experience letter from previous two employers.
4.	Immediate last employer Salary details (Appointment letter / Latest Increment Letter)
5.	Highest Degree Mark sheet and Convocation Certificate (All semester mark sheet)
6.	Passport Copies (First and Last page only)
7.	Pan card Copy- Mandatory
8.	Driving license copy
9.	Passport size photographs(4 nos)
10.	Aadhaar Card Copy - Mandatory , if allotted
11.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
12.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6365523 /1452179 ,
09/14/2022 ,
Taniya Poddar ,
58/3/G Kailash Banerjee Lane , ,
Howrah , ,
India.

Confidential

Dear Taniya Poddar ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('**Capgemini**' or '**Company**') starting from 09/16/2022 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Associate /A2

B) You will be required to work at the Company's offices in location Kolkata IN

C) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 182669/- (Rupees One Lakh Eighty Two Thousand Six Hundred and Sixty Nine only only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

D) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1.Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2.Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3.Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4.Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5.Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) A. **Retention Bonus (Not applicable for Bangalore Location)**-On successful completion of **two years** from the date of joining you would be entitled to receive a retention bonus of **INR. 50,000/- (Rupees Fifty Thousand Only)** and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of PAYOUT.

B. Joining Bonus- Not Applicable

C. Notice period buy Out : Not Applicable

D. Relocation - Not Applicable

G) Probationary Period:

1. You will be on probation for a period of **six months** from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a. You will submit relevant documents as mandated by the Company;
- b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
- c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,

Brigade Metropolis, Summit – Tower 'A',

73/1, Garudacharpalya, Mahadevapura Post,

Whitefield Main Road,

Bangalore – 560048

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Aarti Srivastava

Head of HR - Business Services

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Taniya Poddar

Date: 09/14/2022

Exhibit 2

Name	Taniya Poddar
Designation	Associate
Grade	A2
Location	Kolkata IN

COMPONENTS	PER MONTH	PER ANNUM
Basic Salary	Rs. 9,795.00	Rs. 117,540.00
House Rent Allowance	Rs. 490.00	Rs. 5,877.00
Other Allowance and Reimbursement - 1	Rs. 0	Rs. 0
Other Allowance and Reimbursement - 2	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 1,959.00	Rs. 23,508.00
Total Gross Salary	Rs. 12,244.00	Rs. 146,925.00
Capgemini contribution to PF	Rs. 1,175.00	Rs. 14,105.00
Gratuity (Accrual only)	Rs. 471.00	Rs. 5,654.00
Total Fixed compensation	Rs. 13,890.00	Rs. 166,683.00
Variable Pay (as per policy)	Rs. 0.00	Rs. 0.00
Total Cash Compensation	Rs. 13,890.00	Rs. 166,683.00
Insurance Premium (Mediclaime, Personal Accident, Group Term Life)	Rs. 934.00	Rs. 11,210.00
Capgemini contribution to ESI	Rs. 398.00	Rs. 4,775.00
Total Cost to Company	Rs. 15222	Rs. 182668

*You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Component	Max Limit Anually
Other Allowance and Reimbursement - 1	
Remote Working Allowance	19800
Books and Journals	24000
Professional Pursuit	180000
Conveyance Allowance	63,600.00
Other Allowance and Reimbursement - 2	
Leave Travel Assistance	60,000.00
Food Allowance	26,400.00
NPS	0.00
Car and Driver Salary Reimbursement	21,600.00

Notes:

The payroll processing will be as per Company policy notified from time to time.

1. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

* Employee's contribution towards PF will be made from the monthly salary as defined by Law.

The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

** Annual Variable Compensation Payout will be as per the Variable Compensation Scheme; Annual Variable Compensation payout can range from 0 to the amount mentioned above.

All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

+ This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

Approved by :

Name: Taniya Poddar



Aarti Srivastava

Signature & Date: 09/14/2022,

TRAINING AGREEMENT

This Training Agreement ("**Agreement**") is made and executed on _____ atby and between:
Mr./Ms. _____ S/D/oMr./Mrs. _____
_____, having employee id no _____, permanent resident of _____
and presently residing at _____
(hereinafter referred to as the "**Employee**");

And

Capgemini Technology Services India Limited, a company incorporated under the Companies Act, 1956 with its registered office at Block Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the "**Company**" which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns);

The Employee and the Company are also referred to as the "**Party**" in the singular and as the "**Parties**" in the collective.

WHEREAS:

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and

Exhibit 1 dated _

(the "**Offer Letter**") issued by the Company to the Employee. The

Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/ or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as **Training**.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

NOW THEREFORE, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

2. The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo and accept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.

3. The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be Rupees One Lakh Twenty Thousand Only ("**Training Costs and Expenses**"), which is hereby accepted and confirmed by the Employee.

4. The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and confirm to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.

5. The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.

6. In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of the Employee joining the Company as an employee ("Joining Date"). Even if the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term

7. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.

8. The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.

9. Accordingly and notwithstanding anything to the contrary:

(i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses

(ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.

(iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.

10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.

11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.

14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.

15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:

16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.

18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.

20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.

21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialled by all signatories to this Agreement.

23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

(Signature Page follows)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

Employee Signature: Name: Date:

For Capgemini Technology Services India Limited

Signature: Name: Designation: Date:

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Your base location for work is identified in the Employment Offer Letter. Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall

agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may required you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. **"Confidential Information"** shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 **"Intellectual Property Rights"** shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company threemonths' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature
Date:



Candidate Express Pvt Ltd.

719 B, PS Qube, Newtown

Kolkata, West Bengal 700135.

Dear Rituparna,

We are pleased to extend to you an offer of employment with Candidate Express Pvt Ltd. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which include document verification) being conducted by Candidate Express. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by Candidate Express.

If the terms of conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining. Along with this letter of employment, we are also forwarding to you other relevant information for your perusal.

At Candidate Express, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the innovative company and part of a culture that is driven to improve and outperform.

We welcome you to join us on this exciting journey.

September 24th 2022

Rituparna Saha
Kolkata

Dear Rituparna,

Welcome to Candidate Express. We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at **Candidate Express Pvt Ltd**. Your date of appointment is effective from your date of joining, which shall be on **5th December 2022**.

Your appointment at **Candidate Express Pvt Ltd** is on the following terms and conditions:

1 PAY and BENEFITS

1.1 Salary

You will be eligible for a Salary of **Rupees Fifteen Thousand Only (Rs 15,000/-) per month**. After you have completed the probation period of 6 months your salary may be revised. Dependent on your performance the salary revision can happen even before the completion of 6 months of probation.

1.2 Working days and Weeks Off.

You are entitled for 10 days of annual Leave per annum as per the company's leave policy. In addition, you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy. Any change in the leave policy will be communicated to you.

1.3 Log in and Working Days/Hours.

You need to follow the given logging timings every day. More than 3 late will be marked as absent for the whole day. The working days are 6 days in a week with 1 day as a week off. Any changes in login and working hours will be communicated to you.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Designation: HR Coordinator.

2.2. Work Place

You are appointed to work from the office and report at the end of the day. Maintain office environment and policy.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of the notice period.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company, however, reserves its right to terminate your employment with immediate effect by giving you a Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's salary.

2.6 Conflict of Interest

Your position with the Company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached.

2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, the force from time to time even if they are not individually notified to you in writing. The Company has the sole and absolute right to change any of its rules and regulations at any time to meet the exigencies of business.

3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

4) The terms of the employment shall be governed by the laws of India and Courts in Kolkata shall have exclusive jurisdiction.

5) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

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

We Wish you all the very best and wish all Success in your tenure with Candidate Express Pvt Ltd.

With best regards,

Jiten Goswami
Director
Candidate Express Pvt Ltd

Signature:

Date:

Roles and Responsibilities to Play.

- Sourcing candidates online, updating job ads, and conducting background checks.
- Responsible for managing a team of staff members and establishing relationships with vendors.
- Responsible for the market plan development and execution processes and deliverables.
- Responsible for gathering and analyzing everyday tasks or activities to guide an organization's decision-making and improve performance.



HR-Rec: /22-23/2452345

Date: October 14, 2022

Subhranil

Near INDA GIRLA School, Primary School Area Kharagpur Paschim Medinipur, KHARAGPUR-721305, West Bengal, INDIA

Sub -: Offer cum Appointment letter for the post of Bank Officer Branch Banking

Dear Subhranil,

This is with reference to your application for the above mentioned position. As per our discussions with you; we are pleased to offer you, your appointment as **Bank Officer Branch Banking** at our **Kankurgachi**. Your **Grade** shall be **A2** and HR designation would be **Senior Executive** in **Sales** Department. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

- A. Your basic salary plus allowances in accordance with the Bank's rules that are in force for the time being and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
- B. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
- C. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within **Three** days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of **Three** days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
- D. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third-party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
- E. This offer is valid subject to your **acknowledgement** & acceptance within "72 hours", sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within "2 weeks" of receiving this offer. Each one of these terms are interrelated and breach of anyone shall be considered as breach of all the terms and conditions, which will lead to



revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

You will **Report** to **Mr. Sagar Pramanick**. You are requested to report at the following address:

AU SMALL FINANCE BANK LIMITED.

**5th Floor, Unit No.21,22,23,40,41, Kanika Zillion Junction Of Lbs Marg, Kurla(W), Mumbai, ,
Mumbai, Maharashtra, IN-400070**

This offer cum appointment is valid subject to your joining on or before **DOJ: October 20, 2022**

Please sign and return the duplicate of this letter to your recruiter partner in token of acceptance of the offer cum appointment letter. We look forward to work with you at AU SMALL FINANCE BANK LIMITED.

Yours faithfully,

For AU Small Finance Bank Limited

Authorized Signatory

Annexure I		
AU SMALL FINANCE BANK LIMITED		
SALARY BREAK-UP SHEET		
NAME	Subhranil	
HR DESIGNATION	Senior Executive	
FUNCTIONAL DESIGNATION	Bank Officer Branch Banking	
GRADE	A2	
DATE OF JOINING	October 20, 2022	
BUSINESS UNIT	Branch Banking	
PRODUCT	Branch Banking	
DEPARTMENT	Sales	
JOB FAMILY	Sales - Branch Banking	
LOCATION	Kankurgachi	
PARTICULARS	CTC Amount (Rs)	
SALARY COMPONENTS	Monthly	Annually
Basic	12,854.00	154,252.00
House Rent Allowance	6,427.00	77,126.00

Education Allowance		200.00	2,400.00
Leave Travel Allowance		1,071.00	12,852.00
Special Allowance		5,156.00	61,872.00
Statutory Bonus		0.00	0.00
TOTAL GROSS PAY (A1)		25,709.00	308,504.00
RETIRAL BENEFITS			
Employer PF Contribution	Minimum	1,950.00	23,400.00
Gratuity		618.00	7,416.00
TOTAL RETIRAL BENEFITS (A2)		28,277.00	339,320.00
INSURANCE BENEFITS			
Group Mediciam (GMC)		480.00	5,760.00
Group Personal Accident Insurance (GPA)		35.00	420.00
Group Term Life Insurance (GTLI)		375.00	4,501.00
TOTAL INSURANCE BENEFITS (A3)		890.00	10,681.00
TOTAL FIXED PAY (A1+A2+A3)		29,167.00	350,001.00
* PERFORMANCE LINKED PAY (A4)		To be decided by Management basis Performance	
BENEFITS DESCRIPTION			
Appraisal	You shall be eligible for performance appraisal and increment cycle as per company policy. The appraisal period will be from date of Joining to end of financial year and increment would be prorated accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year.		
Targets	Performance Tenure Based. Cascaded from the Bank's overall goals and objectives.		
Performance Linked Pay	If any, would be given out at the end of the Performance Tenure basis Performance Ratings. Exception decisions & approval to be provided by Performance Oversight Committee.		
Group personal Accident Policy	Covered under GPA policy of sum assured as per Company Policy, effective from the date of endorsement in policy.		
Group Term Life Policy	Covered under GTLI policy of sum assured amount by the company, shall effective from the date of endorsement.		
Mediciam Policy	You will be eligible for Mediciam as per Company mediclaim policy.		
Conveyance	Conveyance expense will be reimbursed for official visits as per company policy.		
Mobile Limit	You shall be eligible for the mobile limit as per our company policy.		
NOTE			
Professional Tax as per rules shall be deducted			

For AU SMALL FINANCE BANK LIMITED



Authorized Signatory

ANNEXURE II

Terms and Conditions of Appointment

1. Performance Linked Pay

The performance payment is calculated and paid by two methods; The first method is an annual amount dependent on the rating that one receives during the annual appraisals. The pay is calculated taking into account four factors: joining date of employee, Salary, grade, performance of the employee (i.e. the rating) and performance of the Bank (a Bank factor is decided every year depending on the performance of the Bank in the previous financial year). **The second method is monthly/quarterly/ any other frequency decided by the management time to time for Pay Calculation. Under this method Payout will be calculated on the basis of Performance Rating with Performance Scorecard being the pillar for evaluation and paid as per the deferral / holdback conditions highlighted in the policy. Exception under this method is subject to approval from the Performance Oversight Committee.**

You will be eligible for the performance linked payment only if all the performance related criteria are being met. A serving notice period / resigned / Inactive employee shall not be entitled for any Performance Linked Payments i.e. Annual bonus or any other frequency base performance linked pay.

2. Travel allowances

The employees undertaking travel on official business are entitled to certain travel allowances depending on their grade as per our travel policy. The details of these allowances are available with the Human Resources and Administration Department.

3. Provident Fund

You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on your appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Bank contributing a like amount.

4. Probation

You shall be on probation period as per the probation policy. You will be deemed to be confirmed after completion of probationary period if your work and conduct are found satisfactory. In case of non-performance or behavioral issues, your probation period may be extended on management discretion. You would be notified in writing in such condition.

The Management reserves the right and shall have the sole discretion either to extend the probationary period or to dispense with your services at any time during the probation period by a written notice applicable to your grade, if your performance or conduct does not come up to Bank's expectations. You can resign from the Bank's services during the probationary period by giving written notice for a period as applicable to your grade. After confirmation either party will be required to give notice period, as defined in policy, according to your grade, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy.

5. Remuneration

The agreed remuneration shall be paid to you through a transfer of funds to a Bank account which you will need to open. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration including, if applicable, any shares issued under ESOP scheme being paid to you pursuant to your employment hereunder. The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Bank shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you.

It is agreed and understood that the remuneration payable by the Bank to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Bank. You shall not be automatically entitled to receive from the Bank or its affiliates, any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Bank. Payment if any of the above nature will be solely at Bank's discretion.

The Bank shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any and all amounts as may be owed by you to the Bank, including advances and loans.

6. Service subject to rules

Your services would be governed by the Bank policies, rules and regulations in force for the time being and from time to time. You agree to comply with all the Bank policies, rules and procedures as may be applicable to the employees of the Bank from time to time.

During the period of your employment with the Bank, you shall not engage in any other profession, employment, occupation, consultancy or other business and shall endeavor your best to promote the Banks interests.

7. Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred, to any of the Banks establishments, divisions and/or associates/affiliates situated in any part of India, in such capacity as the Bank may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

8. Withholding of increments

The increments in your grade will not be automatic but will be subject to performance and as per our performance appraisal and merit increase guidelines applicable that year plus regular attendance and good conduct.

9. Termination

The Bank may terminate your employment with the Bank at any time due to just cause per bank policies, by providing prior written notice, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy of the Bank. Please note that all the policies are in addition to but not in derogation with each other.

You agree that, at the time you leave the employment of the Bank, you will deliver to the Bank (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Bank or otherwise belonging to the Bank, its affiliates, successors or assigns. You shall have no right of retention of the assets or documents of the Bank.

Please note any Joining Bonus /Sign on Committed Bonus, Onetime Expenses (e.g. Notice period buy out Or Relocation Reimbursement) paid to you has a lock-in period of 1 Year from your date of Joining and in case of your early exit prior to the completion of 1 year period. Bank shall have full right to recover all such amount(s) from you.



10. Notification to new employer

Upon termination of your employment with the Bank for any reason, whatsoever you hereby grant consent to notify to any of your subsequent employer(s).

11. Certificates and Testimonials

Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification, to the Human Resources Department.

12. Change in Status

You should keep the Bank informed about any change in your address, educational qualifications and marital status.

13. Declaration under Companies Act

In accordance with provision of Companies Act, 2013, you are requested to make a declaration whether you are in any way related to or you have business connections with any of the Directors of the Bank.

14. Weekly Working

Your working week will be as per the practice followed in the establishment/department/section in which you are posted. The Bank shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays.

15. Leave

You will be entitled to paid leave in accordance with the leave policy of the Bank. The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are subject to change at the discretion of the Management.

16. Public Holidays

The Public Holidays observed by the Bank are subject to adjustment or reduction from time to time.

17. Confidentiality

Maintaining confidentiality is a condition to your employment. During your employment, you will not store, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the Bank. You will not, either during your employment with the Bank or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Banks business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the Bank or their authorized representatives. During the period of your employment, you shall not, without the written authority of the Bank, publish any written articles or deliver any talk on any subject related to your profession or participate as a member of any organization connected with your profession. During the period of your employment, you shall not make any public statement, or author any book, report or writing, in relation to the business or affairs of the Bank. You shall also not make any statement in writing, verbal, audio/audio & visual on social media.

On discontinuation of your employment, you will return to the Bank, all papers and documents and all other property pertaining to the Bank or affairs of the Bank or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the Bank, our customers and third parties.

18. Inventions

All work product developed or invented by you in the course of performance of your employment with the Bank shall belong to the Bank. You hereby assign and agree to assign to the Bank all of its intellectual property rights (including moral rights) in and to any products developed, inventions, written materials, electronic data and other materials and documents created in the course of your employment with the Bank. You shall not retain any rights or interest in any property, materials, products, data or documents created in the course of your employment with the Bank.



Both during and after the termination of your employment with the Bank, you agree to execute without any compensation all such other deeds and documents and do all such acts as may be reasonably required by the Bank for further and better protecting the Bank's rights to all and any property, materials, products, data or documents created by you in the course of your employment with the Bank.

Both during and after the term of your employment with the Bank, you agree not to publish, directly or indirectly, except with the prior written consent of the Bank, any information in relation to any intellectual property, confidential information or trade secrets of the Bank.

19. Data Protection

For the purposes of the data protection by signing of this letter, you consent to the Bank and such other persons and entities designated by the Bank collecting, holding and processing personal data relating to you whether provided to the Bank or otherwise received by the Bank for all purposes, including, but not limited to: administering and maintaining personnel records; paying and reviewing salary and other remuneration and benefits; providing and administering benefits; undertaking performance appraisals and reviews; maintaining sickness and other absence records; taking decisions as to your fitness for work; providing references and information to future employers, and if necessary, governmental and quasigovernmental bodies for social security and other purposes; providing information to future purchasers of the Bank or of the business(es); surveillance where criminal activity is suspected; monitoring email/internet usage; transferring information about you to a country or territory outside India.

20. Non-Disparagement

At all times while dealing with the customers or prospective customers of the Bank you shall represent yourself as an employee of the Bank, and all agreements entered by you with them shall be for and on behalf of the Bank.

You shall not make any communication or engage in any conduct that is or can be reasonably be construed as disparaging of the Bank or their Officers, Directors, Employees, Agents, Shareholders Strategic business partners, products or services.

21. Remedies

In the event of a breach or a threatened breach the Bank shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having equity jurisdiction.

22. Agreement not to Solicit Employees, Suppliers and Customers

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Bank or any of its affiliates to cease to supply or restrict or vary the terms of supply.

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Bank or any of its affiliates to cease to procure such products and/ or services.

During the term of your employment and after termination of your employment with the Bank, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Bank or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or "anything of value" in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

23. Prohibitions under FCPA and PCA

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the



law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

24. Arbitration, Governing Law and jurisdiction

1. In the event that the employee and Bank are unable to resolve any claim, dispute, default or differences arising out or in connection the terms of employment , whether during its subsistence or thereafter between the parties including any dispute or difference relating to the interpretation of the terms of this Appointment letter or any clause thereof, the dispute shall be referred to arbitration conducted by a sole Arbitrator appointed by the Bank at its sole discretion. The award of the Arbitrator shall be final and binding on the Parties. The Arbitration and Conciliation Act, 1996, or any statutory modification thereof, shall apply to the arbitration proceedings, which shall be held in Jaipur and conducted in the English language.

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

25. Force Majeure

Notwithstanding anything to the contrary herein contained, the Bank shall have the right to terminate this Offer letter prior to the date of your joining if either party is prevented from discharging its obligations hereunder due to any cause arising out of related to any Act of God or Act of State, war, riot, civil commotion, epidemic, pandemic terrorism or any order of any governmental or semi-governmental or local authority or similar cause ("force majeure events") beyond the control of Bank. Nothing contained in this clause shall not be deemed to be a breach of the terms stated in this offer letter. In the event of the continuance of a force majeure event beyond a period of 30 days, Bank shall be at liberty to terminate this Offer Letter.

26. Retirement

The last date of employment for a retiring employee at AU Small Finance Bank has to be the last working day of the month in which the employee completes 60 years of age.

"I hereby affirm that I shall comply with the Code of Conduct on Prohibition of Insider Trading Policy ("Code") of Bank and Securities and Exchange Board Of India (Prohibition Of Insider Trading) Regulations, 2015 ("the Regulations") including any amendment made therein from time to time. In case of having access to any Unpublished Price Sensitive Information ("UPSI") then I shall comply with the Code and shall ensure confidentiality of the UPSI received about AU SMALL FINANCE BANK LIMITED."

For AU Small Finance Bank Limited

AUTHORIZED SIGNATORY

Acknowledgement and Acceptance

I hereby accept this offer-cum-appointment letter on the above-mentioned terms and conditions and agree to abide by the rules & regulations of the Bank as are in force from time to time. The



current issue of the rules has been read and understood by me before signing this letter.

Joining Date : _____

Candidate Name : _____

Candidate Signature : _____

Date of acceptance : _____

Offer / Appointment Letter

Mr. Dinesh Char

Address: **Boxibazar, Dakshina Para, Paschim, Medinipur – 721101.**

Dear Dinesh,

With reference to your application and the subsequent interviews you had with us.

We are pleased to make you an offer for the position of **Service Providers Associate** at a CTC of **Rs. 22,502 (Twenty Two Thousand Five Hundred Two only)**. Your salary per month will be detailed sheet is attached. Moreover for your ready reference pay out shall be based on your performance. As determined and validated by your reporting Team Leader and Manager. You will be given a Letter of Appointment on your joining (**Post completion of probation period as defined below**).

Your appointment is **subject to:**

You're required to join the services of the company on or before (**02nd May 2023**)

- Your written acceptance of the offer letter.
- The verification of your testimonials.
- Receiving a satisfactory report from your references.
- You are found medically fit for the job.

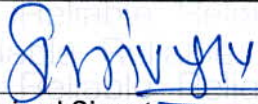
You will be, initially, scheduled a probation period which is of **3 months** from the date of joining & is comprehensive for a further period but at the Company's discretion. In the period of the probation, your services can be terminated without notice **in case of breach of conduct**.

Post joining you will be on training period for span of 5 days. During training period if you are not found to be an appropriate candidate throughout that stage, you will be served a termination notice & the company will not be liable to any kind of compensation, if demanded.

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

We look forward to you joining our team & hope it's the foundation of a mutually fulfilling association.

For Reliable Data Services Ltd.


Authorized Signatory

Declaration by the Candidate:-

I have read and accept the terms and conditions:

Date of Joining: **02nd May 2023**

Signature of the Candidate : _____

Date : _____

Corporate Office :
C-69 & 70, Sector - 2,
Near Metro Station Sector - 15,
Gautam Budh Nagar,
Noida, U.P. - 201301
Ph. : 0120-4089177, 4089100

CIN No. L72900DL2001PLC110145
E-mail : reliable.ho@reliablegroupindia.com
Website : www.rdspl.com

Regd. Office :
GF - 22, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi-110002
Ph. : 011-23378813
Fax : 011-23378812

Relaible Data Services Ltd	Name	DINESH CHAR
MANPOWER SERVICE	Post	Service Providers Associate
	Mobile No./Aadhar	
	Date of Joining	02.05.2023
DESCRIPTION	Executive/Supervisor (Skilled)	Per annum
Basic wages for 8 hrs	6300	75600
HRA	2520	30240
conveyance	3000	36000
Other Allowances	9180	110160
GT	21000	252000
Employee Contribution		0
PF Contribution 12%	756	9072
ESIC(on Basic plus VDA) .75%	158	1890
Other Deduction	0	0
Statutory Total	914	10962
In Hand Salary	20087	241038
Employer contribution		0
PF Contribution 13%	819	9828
ESIC(on Basic plus VDA) 3.25%	683	8190
BONUS 8.33%	0	0
Attendance Bonus	0	0
Gratuity 4.81% on Basic	0	0
National Holiday 1.92%	0	0
Leave 1.25 Day Monthly (15 Yearly)	0	0
Professional Tax	0	0
Welfare Fund	0	0
Dress Charges 2%	0	0
Statutory Total	1502	18018
0	0	0
TOTAL Cost To Company	22502	270018



Date: Aug 11, 2022
Offer No : QS2729468

KOUSHIK BAG
VILL-KHJANDI BAND ,PO-SATBANKURA,PS-GARHBETA III,DIST-WEST
MEDINIPUR,PIN-721253
MIDNAPUR 232118
WEST BENGAL

FIXED TERM EMPLOYMENT CONTRACT

Dear **KOUSHIK BAG**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to Client site under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from AUG 12, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from AUG 12, 2022 to JUL 12, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at MIDNAPUR.

POSITION:

Quess Confidential

Offer No : QS2729468

Page 1

This is a system generated letter

QUESS Corp Limited
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

You are appointed as DMA.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid JUL 12, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

Quess Confidential

Offer No : QS2729468

Page 2

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated

Quess Confidential

Offer No : QS2729468

Page 3

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Aug 12 2022 at the clients place.

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

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Quess Confidential

Offer No : QS2729468

Page 4

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh

Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

Quess Confidential

Offer No : QS2729468

Page 5

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quessecorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Compensation Sheet

Offer No: **QS2729468**
Designation: **DMA**

Associate Name: **KOUSHIK BAG**
Location: **MIDNAPUR**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	10141	121692
House Rent Allowance	1500	18000
Statutory_bonus	845	10140
Gross Salary	12486	149832

Employer's Contribution		
Employer Provident Fund	1217	14604
Employer _esi	406	4872
Total Contribution	1623	19476
Cost to Company : (CTC)	14109	169308

Deduction: (Subjected to change)		
Professional Tax	110	1320
Employee Esi	94	1128
Provident Fund	1217	14604

Quess Confidential
Page 6

Offer No : QS2729468

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesiscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.

Total Deduction	1421	17052
Net Take Home	11065	132780

NOTE :Performance Bonus / Incentive earned will not be paid if such employee resigns or if the services of the employee is terminated on or before date of payout.

Quess Confidential

Offer No : QS2729468

Page 7

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quessecorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2729468

Login **Password** - password

Transaction **password** - password

Quess Confidential

Page 8

This is a system generated letter

Offer No : QS2729468

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quessecorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

DISCLAIMER

To whomsoever it may Concern

I, KOUSHIK BAG , Offer ID QS2729468, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

Quess Confidential

Page 9

This is a system generated letter

Offer No : QS2729468

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Mr. Saifuddin Khan

Vill + P.O - Onda,
P.S - Onda,
Onda Station Road, Bankura.
West Bengal - 722144
Mobile No: 9474724929

Date: 21.04.2023

Dear **Saifuddin**,

Enmay is pleased to offer you the position of **Junior Brand Researcher**. Your skill will be an ideal fit for our **Brand Research Department** at **Enmay**.

As we discussed, the joining date will be **May 01st, 2023**. The weekly working days are 6. The overall **CTC** offered to you will be **Rs. 1,80,000 /- (Rupees One Lacs Eighty Thousand only) per annum**.

The above payment will be made to you on a monthly basis as per guidelines.

Please submit the following Documents on the day of your joining:

- 1) Resume with 2 passport/stamp sized photographs
- 2) Aadhar Card; PAN Card; Voter Card/Driving License (optional)
- 3) Self – attested Educational Mark sheets and Certificates from Class 12
- 4) Last Company Release Letter (not applicable for Freshers)
- 5) Experience Certificate (if any)
- 6) Last Organization's Salary Slip/Bank Statement (last 3 months)
- 7) 2 official reference for background checking

The Appointment Letter will be issued within 7 – 10 working days from the Date of your joining once all your required Documents are in place and all the joining formalities are done from our end.

Wish you good luck! We look forward to welcoming you to the **Enmay Family**.

Kindly reply to this mail as a confirmation of your acknowledgement.



Regards
HR Department

ORISSA METALIKS PRIVATE LIMITED

Regd. Off.: 1, Garstin Place, 'ORBIT', 3rd Floor, Room No. 3B, Kolkata - 700 001
Ph.: +91-33-2243-8518, Fax : +91-33-2243-8517, CIN No.: U27109WB2006PTC111146

HR/O.M.P.L/LOI/PROCESS

Confidential
Date: 16.03.2023

Mr. Somnath Senapati
Vivekananda Pally, Kuikota,
Medinipur(M), Paschim Medinipur - 721101

Sub : - Appointment

Dear **Mr. Senapati,**



This has reference to your application and subsequent interview you had with us; we are pleased to appoint you as **Trainee (P & A)** in our organization on the following terms & conditions.

1. Commencement : 16th March, 2023
2. Designation : Trainee (P & A).
3. Gross Stipend : 20,750/- (Twenty Thousand Seven Hundred Fifty Rupees) Per Month.
4. Notice Period : This contract can be terminated by either party by giving notice of 30 days writing. Shortfall in the notice, if any will be compensated by payment in lieu thereof.
5. Transferability : Your services are liable to be transferred to any company project Site/office in India during and after training period.
6. Disciplinary Rules : You will be required to observe the rules and regulations regarding the training period, attendance discipline etc, as applicable to site/department of your posting.

This appointment is subject to verification of the particulars given by you in your application form. In case any particular/particulars mentioned by you in the application for appointment are found false or incorrect. Your training period will be terminated without any notice. Initially you will be posted at our site **OMPL-II (Rashmi Group), Kharagpur**. On successful completion of the training period and based upon your performance the management will appoint you for regular employment.

Please sign the duplicate copy of the appointment letter as a token of your acceptance and return the same to us. We look forward to your joining us for a long and fruitful association.

Yours Faithfully,
For, Orissa Metaliks Private Limited

Alekhjit Roy
(A. Roy)
E.D (HR, IR & Admin)

Somnath Senapati
Employee Signature

October 10, 2022

Joining letter

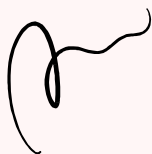
Dear Ankita Ghosh,

We would like to confirm your appointment with Cody Software Labs as a Business Analyst. Your date of joining would be October 17, 2022.

You are entitled to a CTC of Rs.1,20,000 per annum.

Congratulations on your appointment and welcome to Cody Software Labs LLP. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,



Aparna Chorgi



PINNACCLE GROUP INITIATIVES
ELITTE COLLEGE OF ENGINEERING

B.TECH. COLLEGE

APPROVED BY A.I.C.T.E. & AFFILIATED TO MAKAUT

Ref. No. :

ECE/DO/APPT/2022-2023/27

Date :

10.08.2022

To,
Mr. Goutam Das
19A, Prince Anwar Shah Lane
Badamtola, PO. Tollygunge
PS. Charu Market
Kolkata 700033 (WB)
Mobile : 9434634094

Dear *Mr. Das*,

Sub : Appointment for the post of Assistant Professor in the faculty of Civil Engineering

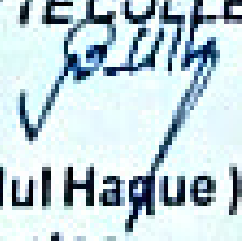
This is in reference to your application for the above mentioned post and subsequent personal interview, we have great pleasure in appointing you provisionally for the post of **Assistant Professor** in faculty of **Civil Engineering**.

The appointment is based on your academic qualifications, experiences and other qualities with respect to the above mentioned post and you are entitled to receive a consolidated Pay of [REDACTED] in the Scale of 15600-39100 with A.G.P. of Rs. 6000. The appointment is purely on temporary basis and you will be on a probation period of 2(Two) year. The period of probation may be reduced or extended depending on the performance in discharging duties and responsibilities for the said post. You are likely to be absorbed subject to satisfactory performance of duties & responsibilities as mentioned in the separate sheet attached herewith. Other financial benefits such as DA, HRA, Medical & contributory PF will be granted on confirmation. The appointment may be terminated with one month's notice served from either side after joining. In case of non fulfillment of due notice period the candidate has to pay back to the organisation the amount for the number of days he/she will fail to provide the notice. The candidate is not eligible for the number of days worked during the notice period if not provided for one month.

We welcome you to become a member of **ECE Family** from 24.08.2022 with all the testimonials.

Thanking you.

Yours faithfully,
For **ELITTE COLLEGE OF ENGINEERING**


(Dr. Bazlul Haque)
Director

cc : The Principal, ECE
cc : The A/cs. Dept, ECE

**ABSOLUTE BARBEQUE PVT LTD**

2nd Floor, Apurupa Silpi, Besides HP Petrol Pump, Indiranagar, Gachibowli
Hyderabad , Telangana
INDIA - 500032

**Payslip for the Month September-2022**

Code	: S09198	Name	: ANJAN DANG
Designation	: Sr. Officer	Department	: Finance & Accounts
Level	: RL 2	Branch	: Kalyan Nagar-BLR
Date of Joining	: 19-07-2021	LOP Days	: 0
UAN Number	: 101424558164	Salary Days	: 30
Account Number	: 34830803783	Arrear Days	: 0
IFSC Code	: SBIN0014095	Work From Home Days	: 0
Bank Name	: State Bank of India	ESIC Number	: 5347795896
Earnings	Amount (Rs.)	Deductions	Amount (Rs.)
Incentive	5,016	Professional Tax Amount	200
Basic Pay	15,745	Provident Fund	1,800
Earned HRA	1,181	E S I	165
Gross Total	21,942	Deduction Total	2,165
Net Pay	19,777		
NINETEEN THOUSAND SEVEN HUNDRED AND SEVENTY SEVEN			
"This is a computer generated Payslip. Hence, Signature is not required."			



Phone : 2412-4082

VIJAYGARH JYOTISH RAY COLLEGE

(Affiliated to The University of Calcutta)

8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032

ACCREDITED BY THE NAAC - B+ Grade.

Ref. No. 5025

Date. 09/09/19

To
MD JAMIRUL ISLAM
Registration No.-10013499
S/o- LATE MD REAJUDDIN
VILL-BHAWANIPUR, MURSHIDABAD
PO - KRISHNAPUR
PS- LALGOLA
BHAWANIPUR West Bengal 742148

Sub: Offer of Appointment Letter

Sir/Madam

As per direction of the Governing Body (meeting held on 07.09.2019) of Vijaygarh Jyotish Ray College, 8/2 Bejoygarh, Jadavpur, Kolkata-700032 on the basis of recommendation of West Bengal College Service Commission (No.814 /CSC/CU/(SKD)-33/17 dt.-31/08/2019). I am glad to offer you the appointment for joining as an Assistant Professor (against the vacancy with Roster Point No. 38) in the Department of Political Science(OBC-A) in the Vijaygarh Jyotish Ray College, 8/2 Bejoygarh, Jadavpur, Kolkata-700032 in the scale of pay of Rs. 15,600/- - Rs. 39,000/- including AGP Rs.6,000/-. You will be entitled to get allowances/benefits as admissible from time to time with effect from the date on which you join the post on substantive basis and as declared and given by the Govt. of West Bengal.

You will remain on probation for a period of one year with effect from the date you join the post.

Regarding probation, confirmation and other conditions of the service you will be guided by the West Bengal Teacher's (Security of Service) Act. 1977 and The West Bengal Universities and Colleges (Administration and Regulation) Act. 2017 and the rules made there in addition to the Government Orders and Rules and Statutes/Regulations/Rules/Ordinance etc. of the University of Calcutta.

This letter of appointment will be treated as cancelled if you fail to join the post by one month from issue of the appointment letter.

Thanking you,

Yours faithfully,

R. Neogy 9.9.19

Dr. Rajyasri Neogy

(PRINCIPAL)



April 8, 2023

Diwan Raimajhi
E.F.R 2nd Building, Block no. 04, Quater no.02 Salua
Kharagpur West Bengal 721145 India

Dear Diwan,

Congratulations! I am pleased to inform you that you have been admitted into the PhD program in the Department of Political Science for the fall semester 2023. You will receive a confirmation of acceptance letter from the Graduate School of the University of Nevada, Reno which will serve as your official admission letter.

The department is also able to offer you a full-time graduate assistantship for the 2023-2024 academic year. Pending final approval, we expect the stipend to be \$21,500 (it is currently \$19,500.00) In addition, your benefits include health insurance and a full tuition subsidy. As part of your assistantship, you will be required to commit to 20 hours of work per week for the department as a graduate teaching assistant and to register for six credits per semester (students are advised that satisfactory progress to degree might require taking 9 credits per semester in order to fulfill coursework requirements, prepare for comprehensive exams, or to remain in status with visa requirements). I will convey your assistantship assignment at a later date.

To maintain the assistantship, you must perform your assigned duties satisfactorily, attend designated department meetings, including the new graduate student orientation in August. Specifics on the date and time for this event will be sent in the summer. You must maintain a minimum 3.3 grade point average, make satisfactory progress toward your degree, and contribute to the activities of the department and the Political Science graduate student body. Students must complete every class in a timely fashion, abide by all the rules set out in the Graduate Student Handbook, and pass all classes with a B or better. Students are discouraged from working in any other capacity while maintaining a full-time graduate schedule and an assistantship. We endeavor to renew fellowships for all funded PhD students who are making successful progress and complete all assigned tasks for up to a maximum of five years.

Department of Political Science
University of Nevada, Reno
1664 N. Virginia St.
Mailstop: 0302
Reno, Nevada 89557

You will be expected to be available to start your position on Monday, August 21, 2023, and your last day of appointment will be the final day of exams in May 2024. Please note you are to remain available to be on campus and via email through the last day that final grades are due each semester. Also note, we require all first time graduate assistants to satisfy Graduate Teaching Assistant (GTA) training requirements by enrolling in GRAD 701S (Preparing Future Faculty: College Teaching I) during their first semester on funding from the department. The Graduate School typically schedules this short course for the last Thursday before classes start.

You have been assigned to Dr. Robert Ostergard, he will serve as your initial faculty adviser in the program. Dr. Ostergard will be in touch in the coming days.

We hope you will give serious consideration to this offer and accept. We believe you have the potential to make an excellent contribution to our graduate program. Your academic record leads us to believe you will be able to meet the challenges of our PhD program and achieve your long term career goals. In order to reserve the position in our upcoming class, we will need confirmation of your acceptance by April 15, 2023 via email (ihartshorn@unr.edu and cc kbraun@unr.edu). Please note that you will need to accept admission through the Graduate School separately.

Finally, while you will be communicating with me through the end of this spring semester, my colleague Dr. Gelman will be serving as Director of Graduate Studies beginning July 1. Please keep an eye out for communications from him in the future.

With Best Regards,



Dr. Ian Hartshorn
Associate Professor and Director of Graduate Studies

CC: Jeremy Gelman
Xiaoyu Pu



CHRIST
(DEEMED TO BE UNIVERSITY)
BENGALURU · INDIA
29AAATC9128M1Z9

**Fee Receipt -
Student Copy**

Academic Year: 2022-2023

Bill No: 29561

Date: 17-May-2022

Time: 12:19:59

A/c. No.: **A/c 15000**

Name: REEYA THAPA

Reg No/ App
No: 2231834

Class: 1BEd B

Scheme No: 1 **Electronic Transfer**

Course: Bachelor of Education

DESCRIPTIONS		Additional Fees	Amount	
			Rs.	Ps.
Annual Fee				85000
			SUB TOTAL	85000
			CGST @9.00%	0.00
			SGST @9.00%	0.00
			IGST @18.00%	0.00
			TOTAL AMOUNT	85000.00

*** (Amount to be paid in The South Indian Bank Christ University Branch, Bangalore - 29)

Verified: paulraj

Registrar

Received: **85000.00** (IN INR)

Amount in Words: Eighty Five Thousand Only (IN INR)

THIS IS A COMPUTER GENERATED STATEMENT AND DOES NOT REQUIRE A SIGNATURE

Disclaimer: CHRIST (Deemed to be University) is not responsible for any inadvertent error that may have crept in the above statements that is being written/published/presented above. CHRIST (Deemed to be University) reserves the right to correct the mistake, if any, at any point during the academic year. Rules and regulations of the University are issued as per University orders from time to time.



GOVERNMENT OF WEST BENGAL
O/o the SUPERINTENDENT OF POLICE, JHARGRAM
PAY SLIP

Ref No.: 20230813399091

Name: Shibsankar Bera RC-2434
Department: Home and Hill Affairs
PRAN / GPF A/C No.:
PAN No.:
TAN No.: CALS39780G
Employee No.: 2023010933
Designation: Constable
Cadre:
Scale or level: 6
Group: C

Bill No.: 324/53(08)23
Bill Date: 01/08/2023
Token No / Date: 5950 / 02/08/2023
T.V. No / Date: 2055/10 / 02/08/2023
Gross Bill Amt.: 717822
Net Bill Amt.: 717306
Pay Head: 68-2055-00-109-001-01-V
Establishment: RECRUIT CONSTABLE
DDO Code: (MIEHMP001)

June , Year 2023

Earnings (Rs.)			Deductions (Rs.)			Recoveries of Loan (Rs.)					Out of Account Deduction	
Item	Amount	Cumulative	Item	Amount	Cumulative	Item	Inst. No.	Amount	Cumulative	Balance	Item	Amount
BP	7567	7567	GISI87	6	6						WBPWASS MEDICAL INSURANCE FUND JHARGRAM	2890
DA	454	454										
RtnA	500	500										
GRAND TOTAL	8521	8521		6	6							2890
Net Pay	5,625.00	Net Pay Rupees in Words : Five Thousand Six Hundred Twenty Five only										

SUPERINTENDENT OF POLICE, JHARGRAM

BP:Basic/ Band/ Deputation Pay * DA:Dearness Allowance * GISI87:State GIS Insurance 1987 * RtnA:Ration Allowance

* System generated report and does not require signature.



Date: 09-Jun-2022

Kalyan Ghosh
Upar kenthia Changuai

Dear Kalyan,

We refer to the personal interview you have had with us on and we wish to inform you as under:-

This is to formalize our offer of appointment to you in our organization, **Tata Capital Housing Finance Limited**, with effect from 01-Jul-2022 on the terms and conditions mentioned below. This appointment letter is highly confidential between you and the Company and any disclosure of the same to any third person will be viewed with utmost seriousness.

1. **Designation:** You are appointed as a **Sales Associate - Emerging Market** in Grade J1 and you shall report to Branch Sales Manager - Retail Sales.
2. **Probation Period:** Initially you will be on probation for 6 months. Your confirmation will be communicated to you in writing upon your successful completion of the probation period. Either party i.e You or the company may terminate the employment during the probation period by giving one month's notice. However the company reserves the right to terminate your employment without any notice or notice pay in lieu of notice in case your performance, behavior and / or conduct during the probation period is found to be unsatisfactory.
3. **Compensation:** You shall be paid an annual fixed cost totaling to **Rs. 3,50,000/- (Three Lakh Fifty Thousand)** as detailed in annexure 1 to this appointment letter subject to all the relevant tax laws. Your basic salary will be **Rs. 10,208/-** per month.

Increments will not be automatic but will be subject to your performance, attendance, good conduct, as may be fixed by the management at its sole discretion.

Performance Pay: Performance Pay Payout is a non guaranteed payment which is based on overall Company, Business and Individual performance and will be prorated in the year of joining. Kindly note that you shall not be entitled to performance pay in case you are no longer in the services of the company or are serving notice period upon resignation/termination as on date of actual payment of the performance pay.

Incentive Scheme: Please note that in case any incentive scheme is applicable to you, the same shall be communicated to you and your Performance Pay entitlement and payment would then be governed by such scheme.

Statutory Bonus: It is agreed between you and the Company that if any incentive / performance / productivity bonus is paid to you for any financial year, the same shall be in lieu of any other bonus payable under any applicable law, including in lieu of profit bonus payable under the Payment of Bonus Act, 1965.

4. **Duties:** The Company will have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.
5. **Exclusivity:** You shall devote yourself exclusively to the performance of your duties in the Company and you shall not during the course of your employment with the Company, be engaged or concerned or interested in any other employment or business whether with or without remuneration. Further, during the period of your employment with the Company, you shall not engage in any endeavor or activity which conflicts with the interests and business of the Company.
6. **Confidentiality:** You shall not divulge any confidential information to any third party nor shall you utilize any of the confidential information for any purpose other than the business of the Company and / or as may be required in the ordinary course of your employment with the Company.
7. **Term of Appointment:** Your appointment shall commence on the date you join the Company (which shall not be later than 01-Jul-2022).
8. **Posting & Transfers:** You will initially be posted at our Kolkata - Park Plaza office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / section(s) / establishment(s) of the Company including any of its subsidiary / holding / associate companies or those that may come into existence in the future in India or abroad.

TATA CAPITAL HOUSING FINANCE LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013
Tel + 91 22 6745 9000 Fax 91 22 6610 6722 Web www.tatacapitalhfl.com
Corporate Identity Number : U67190MH2008PLC187552



Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

9. Resignation and Termination:

a) Your employment is terminable by either side by giving 90 days' notice and during the notice period you will have to continue to perform your duties and will not be entitled for any leave. The Company alone at its discretion, may opt to make/accept payment in lieu of notice period, which will be calculated on the basis of the monthly Basic salary. Notwithstanding any terms and the conditions, the Company at its sole discretion may accept or reject your resignation from the services of the Company

b) Your services may be terminated by the Company merely by payment of notice pay in lieu of notice which will be calculated on your Basic Salary.

c) Notwithstanding the above, the Company may terminate your services without any payment in lieu of notice in the event you commit any misdemeanor or illegal act including but not limited to fraudulent, dishonest conduct or indiscipline, breach of integrity, embezzlement / misappropriation of company property, insubordination, insolvency, conviction of any offence involving moral turpitude, irregularity of attendance, unauthorized absence from the place of work for more than ten working days or upon loss of confidence in you by the management or for functional or behavioural incompatibility or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its own interest or to the interest of its clients.

10. **Suspension:** In case an investigation is to be carried out against you relating to any of the matters mentioned in **para. 9** above, your services may be suspended without any subsistence allowance during the period of such investigation / enquiry.

11. **Leave:** You will be entitled to leave as per the Leave Policy of the Company which may vary from time to time at the Company's sole discretion

12. **Age of Retirement:** You shall retire from the service of the Company as per the Retirement Policy of the Company from time to time (which currently provides for retirement upon attaining the age of 60 years).

13. **Intellectual Property Rights (IPR):** All IPRs devised, developed or created by you in the course of your employment with the Company shall belong to and be the absolute property of the Company or of such other person as the Company may nominate.

14. **Company Property:** Upon the termination of your employment with the Company, you will not retain or continue to use (unless permitted by the Company in writing to do so) any documents, compilations (bound or unbound), CDs, other electronic media containing any information relating to the Company or its business, equipment, vehicle or residential premises/guest houses of the Company, whether owned or taken on lease by the Company.

15. **Medical Fitness:** You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from a Company appointed Practitioner / Clinic / Authority. This is a pre-condition for employment.

The opinion of the Practitioner / Clinic / Authority shall be final and binding. The Company also reserves the right to require you to get yourself examined by a Practitioner / Clinic / Authority at anytime during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such a medical examination will result in the determination of your employment without any notice or notice pay in lieu of notice.

If, at anytime during the period of your employment, you are found to be medically unfit for the job as may be certified by the Company appointed Practitioner / Clinic / Authority, your services are liable to be terminated immediately.

16. **Arbitration:** If any dispute arises between you and the Company with respect to the terms of employment, the parties hereto shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. All disputes, claims arising out of this letter shall be referred to the Arbitration of a sole arbitrator nominated by the Company under the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time. The venue for the arbitration shall be in Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in the proceedings regarding the enforceability of this letter and all other matters arising herefrom.

17. **Codes, Policies, Rules & Regulations:** The following codes / policies which have been adopted by the Company will be applicable to you and you shall convey to the Company in writing that you agree to be bound by the same.

vii) The Tata Code of Conduct

viii) Prevention of Sexual Harassment Policy

TATA CAPITAL HOUSING FINANCE LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

Tel + 91 22 6745 9000 Fax 91 22 6610 6722 Web www.tatacapitalhfl.com

Corporate Identity Number : U67190MH2008PLC187552



- ix) Code of Conduct for Prevention of Insider Trading
- x) Whistle Blower Policy
- xi) Information Security Policy
- xii) Such other policies and codes as may be adopted by the Company from time to time at its sole discretion

During your employment with the Company, you will be governed by the rules and regulations of the Company applicable to you at present and as may be modified or introduced from time to time at the sole discretion of the Company.

18. **Force Majeure:** In the event of any fire, flood, explosion, acts of God, riots, commotion or acts of government or any cause beyond the reasonable control of the company, your employment may be suspended or terminated as the case may be without prior notice.

19. **Other Matters:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources department. If any of the information / documents submitted by you for getting employment is/are found to be false / bogus / fraudulent / misrepresentative, your services, being void, ab initio, will be terminated forthwith without any notice or payment in lieu thereof.

We request you to return a signed copy of this Appointment Letter to signify your acceptance of the appointment and the terms and conditions thereof.

It is our pleasure to welcome you into **Tata Capital Housing Finance Limited**, and we wish you a successful career in the Company.

For **Tata Capital Housing Finance Limited**.

Priya Minocha
Senior Vice President - Human Resources

TATA CAPITAL HOUSING FINANCE LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013
Tel + 91 22 6745 9000 Fax 91 22 6610 6722 Web www.tatacapitalhfl.com
Corporate Identity Number : U67190MH2008PLC187552

**Annexure I**

INDICATIVE SALARY OFFER		
Name	Kalyan Ghosh	
Location	Kolkata - Park Plaza	
Designation	Sales Associate - Emerging Market	
Grade	J1	
Salary Components	Payable Monthly (Rs.)	Payable Annual (Rs.)
Basic	10,208	1,22,500
HRA	4,083	49,000
Composite Allowance	12,584	1,51,008
Total Gross Salary	26,876	3,22,508
Employer Provident Fund	1,800	21,600
Gratuity	491	5,892
Total Retirals	2,291	27,492
Total Fixed CTC	29,167	3,50,000
Performance Pay(Indicative)	3,500	42,000
Grand Total CTC	32,667	3,92,000

Note:	
* Performance Pay: Indicative payout considered for the offer. As per current policy, payout is a percentage of Total Fixed CTC and contingent on Company, Business & Individual performance and will be prorated in the year of joining. Please note that in case an incentive scheme is applicable to you, the same shall be intimated to you on your joining.	
Medical Benefit: Covered under the Company's Hospitalisation Scheme for Self & Dependents (1 + 3)	
Medical Benefit: <ul style="list-style-type: none">– Group Term Life Coverage: 60 times of monthly basic– Group Hospitalization Coverage: Rs. 5,00,000/- cashless administered through TPA– Group Personal Accident Insurance: 60 times of monthly basic	
Free Annual Health Checkup for self.	
All Municipal and toll taxes and parking charges incurred during course of work (other than commuting to & fro from work) will be reimbursed at actuals, against produce of receipts if applicable	
N.B.: All policies and benefits subject to change as per decision by the Management.	

Agreed & Accepted

Kalyan Ghosh

TATA CAPITAL HOUSING FINANCE LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013
Tel + 91 22 6745 9000 Fax 91 22 6610 6722 Web www.tatacapitalhfl.com
Corporate Identity Number : U67190MH2008PLC187552

Doc Id: ITSPL/HR/283/23

Date: 22nd May, 2023

Name: Joyshree Ghorai

Address: Vill-Molla, P.O- Mollahat, P.S- Shyampur, Dist- Howrah, Pin- 711314

Email: joyshreeghorai24@gmail.com

Sub: Appointment for the position of Sr. ITES Executive

Dear Joyshree,

Congratulations!! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to appoint you for the position of “**Sr. ITES Executive**” in the company. You are requested to join us on 22nd May, 2023. You will be working as a full time employee in the Delivery function in the company.

However, your employment is subject to satisfactory completion of background verification check and your signing of Non-Disclosure agreement.

Probation Clause: You will be on probation period for 3 (three) months, which maybe further extended at the absolute and sole discretion of the company.

Place of Work: Your initial place of work will be at Saltlake. However, you may be transferred, after giving reasonable notice, to any other place of business of the Company in India.

Duties: A schedule of your broad duties and responsibilities will be given to you in due course on joining. However, the Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company’s interests.

Salary/Compensation: Your annual cost to the Company will be **Rs 245424** (Rupees Two Lakh Forty-Five Thousand Four Hundred and Twenty-Four Only) and your Net Take Home salary/ Per Month, will be **Rs 16000** (Rupees Sixteen Thousand Only). “CTC Annexure” details out the compensation structure.

Broadband Installation Reimbursement & Recovery: You may be required to get a broadband connection installed at home within 10 days of the joining to be enabled for Work from Home option in case you are assigned a work from home, which is at the sole discretion of iMerit. In case you are assigned for a work from home option, iMerit will pay a broadband installation reimbursement as per the Broadband Installation Policy of iMerit on producing the original receipt of the same. Please note that installation requires to be in the place from where you will be working in case of a Work from Home scenario. Also to add, the decision of enablement of Work from Home / Office is based on work requirements and at the sole discretion of the company. You shall also be reimbursed a monthly broadband rental charge as per company policy. However in view of the aforesaid, iMerit shall recover the amount paid for broadband installation if you leave the organization within Six (6) months from joining. Such recovery will be made from the Full & Final settlement amount with no exceptions.

Provident Fund: Employee and Employer Contribution for Provident Fund shall be capped at ((Gross Salary – HRA) or 15000/- whichever is lower) *12%. As per PF rules, employer doesn't have the statutory compulsion to pay more than 15000 rupees for PF contribution however in case any employee wants to have his/her contribution to be deducted on actuals (if higher Gross- HRA is higher than 15000 rupees per month) then the balance calculated over and above 15000 rupees shall be deposited separately in the Voluntary PF contribution as per rules (VPF).

Gratuity: You will be entitled to gratuity as per the Payment of Gratuity Act, 1972. As per the Act gratuity is payable only after completion of five (5) continuous years in service. The calculation of gratuity as per the Act is last drawn basic X 15 days/26 days X number of completed years in service. The amount of gratuity shall not exceed Rs. 20, 00,000/-.

Absenteeism: Absence for a continuous period of 3 (three) days from your place of work without prior approval of your superior, or written intimation in case of unforeseeable circumstances such as medical emergency by itself will be proof of your voluntary abandonment of services and the same shall automatically stand terminated without any notice or intimation.

The continuation of this appointment shall at all times be subject to your consistent performance expected from you from time to time.

You shall observe and conform to such duties, directions and instructions as mandated by the Company and those in authority over you.

You shall not during the continuance of your employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote your time and attention to your duties.

A high standard code of conduct is expected from you and any behavior reflecting unfavorably on you or the Company is questionable and liable to disciplinary action as per company policy.

In addition to the terms and conditions mentioned above, you are required to abide by the Company policies which are enforced for the time being, such as the HR Policy, or may be framed by the Company from time to time.

Retirement Age: You shall retire on the attainment of normal retirement age fixed by the company, which at present is 60 years.

Hours of work: You will be required to work for 8.5 hours a day with 30 minutes break for lunch. The Company follows normal working hours of 48 working hours per week.

Documentation:

Listed below are the documents you need to carry on your date of joining:-

- a) All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- b) All past experience certificates, release letters/resignation letters.
- c) A photo id proof e.g. PAN card, voter's ID card, Aadhar Card, Passport etc.
- d) Passport size photographs (2).

Non-Disclosure: The employment by Employer creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that may be disclosed to the employee by Employer that relates to the business of Employer or to the business of any parent, subsidiary, affiliate, customer or supplier of Employer or any other party with whom Employer agrees to hold information of such party in confidence (Proprietary Information- means information and physical material not generally known or available outside iMerit and information and physical material entrusted to iMerit in confidence by third parties. Confidential Information includes, without limitation: technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, algorithms, developments, inventions, patent applications, laboratory notebooks, processes, formulas, techniques, engineering designs and drawings, hardware configuration information, regulatory information, agreements with third parties, lists of, or information relating to, employees and consultants of iMerit (including, but not limited to, the names, contact information, jobs, compensation, and expertise of such employees and consultants), lists of, or information relating to, suppliers and customers, price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed by iMerit (whether by oral, written, graphic or machine-readable format). Such Proprietary Information includes but is not limited to Inventions, marketing plans, product plans, business strategies, financial information, forecasts, personnel information and customer lists. The employee will transition Proprietary Information to the Company upon termination of my employment.

At all times, both during the employment and after its termination, the employee will keep and hold all such Proprietary Information in strict confidence and trust, and will not use or disclose any of such Proprietary Information without the prior written consent of Employer, except as may be necessary to perform the duties as an employee of Employer for the benefit of Employer. Upon termination of the employment with Employer, the employee will promptly deliver to Employer all documents and materials of any nature pertaining to work with Employer and will not take with the employee any documents or materials or copies thereof containing any Proprietary Information.

Non Solicitation: During the period of employment and for a period of two (2) years after the date of termination of your employment with the company , you sell not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries The term “Solicit” shall mean but is not limited to any request or appeal may directly or indirectly either oral or written or any endeavor to obtain seek or plead for business or securing a promise of business or an attempt to advertise promote sale distribute products or services or issuance of an offer a product or service, submission of a quotation or request for any favors of commercial value addressed to any customers and suppliers of iMerit which may directly or indirectly result in interfering with the business relationship of the company or its affiliates and subsidiaries with this customer and suppliers.

The term “Hire” shall mean but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly with or without wages to any employees of the company or its affiliates and subsidiaries

Non Disparagement: You undertake to refrain from making any negative or disparaging statements orally or in writing about iMerit or stockholders directors officers employees products services or business practices at any point of time for any publication in the print media Internet block or in any other media and sell further refrain from urging or influencing any person to make any such statement or engage in any conduct which goes against the interest of iMerit in any manner this covenant shall survive and continue in perpetuity and shall be binding on the employee at all times

Intellectual property: You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder ("Work Product") shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of Company's and its affiliates' ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to iMerit or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against iMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to iMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors' special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.

You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or un-liquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by you. Company's right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

Data Privacy Policy: Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data maybe recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes specified in Company's data privacy policy ("Privacy Policy. Further, Company may for these purposes transfer such data to any country in which iMerit's worldwide organization does business. By signing these Terms of Employment, you consent to the terms and conditions of the Privacy Policy, as maybe modified by Company at any time, and in its sole discretion, upon notice to, and you expressly consent to the following: (a) the processing of your personal data in accordance with the Privacy Policy; (b) the collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Privacy Policy; (c) the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and (d) treating any personal data to which you have access in the course of your employment strictly in accordance with the Privacy Policy and other Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes of which it was disclosed to you. The reference to information "about you" or similar references, includes references to information about third parties, such as spouse and children (if any), which are provided by you or on your behalf.

Non-Compete: The employment with Employer requires undivided attention and effort. As a result, during the employment, and for a period of six months after termination of employment, the employee will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

Indemnity: You shall indemnify, defend and hold the harmless the Company from and against all or any damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to any breach or failure of performance (in whole or in part) by you of any obligation, covenant or agreement contained in this Appointment Letter or any of the Company policies.

Termination of Employment:

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving 1 (One) months 'notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

Notwithstanding the above, your services shall be suspended or terminated with immediate effect, according to the discretion of the Company, on the following grounds:

- (a) cases of negligence,
- (b) dereliction of duty (that is, inability to perform assigned task and delivering sub-standard quality of work),
- (c) acts of misconduct,
- (d) Conviction for any criminal charge.

Acts of misconduct include and limited to:

- 1) Damaging company property and company name,
- 2) Sharing confidential information with outsiders,
- 3) Involvement in any form of physical or sexual harassment,
- 4) Consumption of drugs or alcohol on the company premises,
- 5) Submission of fraudulent or fake documents.

Correspondence and address for communication:

Company will correspond with you directly or at the address given below:

Address: Vill-Molla, P.O- Mollahat, P.S- Shyampur, Dist- Howrah, Pin- 711314

Email ID: joyshreeghorai24@gmail.com

In case there is any change in your address, you will inform the Company in writing within 3 (three) days from the date of such change.

Any letter sent by the Company by Registered A.D./Speed Post through Courier at the above address will be deemed as proper service. Any Communication sent by e-mail or Fax at the above e-mail address or fax number will be deemed as proper service.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance and confirming that the terms are correctly understood.



[Anupam Biswas]
[Chief Delivery Officer]
for iMerit Technology Services Pvt. Ltd.

I acknowledge that I have understood all the clauses of this appointment letter. I accept and agree to all the terms and conditions of employment.

Signature:

Date:

CTC Annexure

Name of the Employee : Joyshree Ghorai

Designation: Sr. ITES Executive

Salary Components	Monthly	Annual
A. Emoluments		
Basic Pay	9033	108396
House Rent Allowance	2258	27096
Special Allowance	6774	81288
Sub Total – A	18065	216780
B. Deductions		
Provident Fund	1800	21600
ESIC	135	1620
Professional Tax	130	1560
Sub Total – B	2065	24780
C. Employer's Contribution		
Provident Fund	1800	21600
ESIC	587	7044
Sub Total – C	2387	28644
Net Salary (A - B)	16000	192000
Total CTC	20452	245424
* Annual Performance Incentive will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

Doc Id: ITSPL/HR/318/23

Date: 25th May 2023

Prerana Bisai

Add: Vill- Basudeb Pur , P.O- Argora, Cantai Paschim Medinipur, West Bengal, 721439

Email: preranabisai@gmail.com

Sub: Appointment for the position of Sr. ITES Executive

Dear **Prerana**,

Congratulations!! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to appoint you for the position of **Sr. ITES Executive** in the company. You are requested to join us on **25th May 2023**. You will be working as a full time employee in the **Delivery function** in the company.

However, your employment is subject to satisfactory completion of background verification check and your signing of Non-Disclosure agreement.

Probation Clause: You will be on probation period for 3 (three) months, which maybe further extended at the absolute and sole discretion of the company.

Place of Work: Your initial place of work will be at Saltlake. However, you may be transferred, after giving reasonable notice, to any other place of business of the Company in India.

Duties: A schedule of your broad duties and responsibilities will be given to you in due course on joining. However, the Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company's interests.

Salary/Compensation: Your annual cost to the Company will be **Rs 245424** (Rupees Two Lacs Forty Five Thousand Four Hundred Twenty Four Only) and your Net Take Home salary/ Per Month, will be **Rs 16000** (Rupees Sixteen Thousand Only). "CTC Annexure" details out the compensation structure.

Broadband Installation Reimbursement & Recovery: You may be required to get a broadband connection installed at home within 10 days of the joining to be enabled for Work from Home option in case you are assigned a work from home, which is at the sole discretion of iMerit. In case you are assigned for a work from home option, iMerit will pay a broadband installation reimbursement as per the Broadband Installation Policy of iMerit on producing the original receipt of the same. Please note that installation requires to be in the place from where you will be working in case of a Work from Home scenario. Also, to add, the decision of enablement of Work from Home / Office is based on work requirements and at the sole discretion of the company. You shall also be reimbursed a monthly broadband rental charge as per company policy. However, in view of the aforesaid, iMerit shall recover the amount paid for broadband installation if you leave the organization within Six (6) months from joining. Such a recovery will be made from the Full & Final settlement amount with no exceptions.

Provident Fund: Employee and Employer Contribution for Provident Fund shall be capped at ((Gross Salary – HRA) or 15000/- whichever is lower) *12%. As per PF rules, employer doesn't have the statutory compulsion to pay more than 15000 rupees for PF contribution however in case any employee wants to have his/her contribution to be deducted on actuals (if higher Gross- HRA is higher than 15000 rupees per month) then the balance calculated over and above 15000 rupees shall be deposited separately in the Voluntary PF contribution as per rules (VPF).

Gratuity: You will be entitled to gratuity as per the Payment of Gratuity Act, 1972. As per the Act gratuity is payable only after completion of five (5) continuous years in service. The calculation of gratuity as per the Act is last drawn basic X 15 days/26 days X number of completed years in service. The amount of gratuity shall not exceed Rs. 20, 00,000/-.

Absenteeism: Absence for a continuous period of 3 (three) days from your place of work without prior approval of your superior, or written intimation in case of unforeseeable circumstances such as medical emergency by itself will be proof of your voluntary abandonment of services and the same shall automatically stand terminated without any notice or intimation.

The continuation of this appointment shall at all times be subject to your consistent performance expected from you from time to time.

You shall observe and conform to such duties, directions and instructions as mandated by the Company and those in authority over you.

You shall not during the continuance of your employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote your time and attention to your duties.

A high standard code of conduct is expected from you and any behavior reflecting unfavorably on you or the Company is questionable and liable to disciplinary action as per company policy.

In addition to the terms and conditions mentioned above, you are required to abide by the Company policies which are enforced for the time being, such as the HR Policy, or may be framed by the Company from time to time.

Retirement Age: You shall retire on the attainment of normal retirement age fixed by the company, which at present is 60 years.

Hours of work: You will be required to work for 8.5 hours a day with 30 minutes break for lunch. The Company follows normal working hours of 48 working hours per week.

Documentation:

Listed below are the documents you need to carry on your date of joining:-

- a) All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- b) All past experience certificates, release letters/resignation letters.
- c) A photo id proof e.g. PAN card, voter's ID card, Aadhar Card, Passport etc.
- d) Passport size photographs (2).

Non-Disclosure: During the course of your employment with the Company, you will have access to Confidential Information. For purposes of this appointment letter, “Confidential Information” means all data, information, ideas, concepts, discoveries, trade secrets, inventions (whether or not patentable or reduced to practice), innovations, improvements, know-how, developments, techniques, methods, processes, treatments, drawings, sketches, specifications, designs, plans, patterns, models, plans and strategies, and all other confidential or proprietary information or trade secrets in any form or medium (whether merely remembered or embodied in a tangible or intangible form or medium) whether now or hereafter existing, relating to or arising from the past, current or potential business, activities and/or operations of the Company or any of its affiliates, including, without limitation, any such information relating to or concerning finances, sales, marketing, advertising, transition, promotions, pricing, personnel, customers, suppliers, vendors, raw partners and/or competitors. You agree that you will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any person, other than in the course of your assigned duties and for the benefit of the Company, either during the period of your employment or at any time thereafter, any Confidential Information or other confidential or proprietary information received from third parties subject to a duty on the Company’s and its subsidiaries’ and affiliates’ part to maintain the confidentiality of such information, and to use such information only for certain limited purposes, in each case, which shall have been obtained by you during your employment by the Company (or any predecessor). The foregoing shall not apply to information that (i) was known to the public prior to your disclosure; (ii) becomes generally known to the public subsequent to disclosure to you through no wrongful act of yours or your representative; or (iii) if permitted by law, you are required to disclose by applicable law, regulation or legal process (provided that you have provided the Company with prior notice of the contemplated disclosure and cooperates with the Company at its expense in seeking a protective order or other appropriate protection of such information .

Non Solicitation: During the period of employment and for a period of two (2) years after the date of termination of your employment with the company , you sell not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries

The term “Solicit” shall mean but is not limited to any request or appeal may directly or indirectly either oral or written or any endeavour to obtain seek or plead for business or securing a promise of business or an attempt to advertise promote sale distribute products or services or issuance of an offer a product or service, submission of a quotation or request for any favours of commercial value addressed to any customers and suppliers of iMerit which may directly or indirectly result in interfering with the business relationship of the company or its affiliates and subsidiaries with this customer and suppliers. The term “Hire” shall mean but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly with or without wages to any employees of the company or its affiliates and subsidiaries

Non Disparagement: You undertake to refrain from making any negative or disparaging statements orally or in writing about iMerit or stockholders directors officers employees products services or business practices at any point of time for any publication in the print media Internet block or in any other media and sell further refrain from urging or influencing

any person to make any such statement or engage in any conduct which goes against the interest of iMerit in any manner this covenant shall survive and continue in perpetuity and shall be binding on the employee at all times

Intellectual property: You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates’ ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to IMerit or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against IMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to IMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.

You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or unliquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by you. Company's right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

Data Privacy Policy: Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes specified in Company's data privacy policy ("Privacy Policy. Further, the Company may for these purposes transfer such data to any country in which iMerit's worldwide organization does business. By signing these Terms of Employment, you consent to the terms and conditions of the Privacy Policy, as maybe modified by Company at any time, and in its sole discretion, upon notice to, and you expressly consent to the following: (a) the processing of your personal data in accordance with the Privacy Policy; (b) the collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Privacy Policy; (c) the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and (d) treating any personal data to which you have access in the course of your employment strictly in accordance with the Privacy Policy and other Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes of which it was disclosed to you. The reference to information "about you" or similar references, includes references to information about third parties, such as spouse and children (if any), which are provided by you or on your behalf.

Non-Compete: The employment with Employer requires undivided attention and effort. As a result, during the term of employment, and for a period of six months after termination of employment, the employee will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

Indemnity: You shall indemnify, defend and hold the harmless the Company from and against all or any damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to any breach or failure of performance (in whole or in part) by you of any obligation, covenant or agreement contained in this Appointment Letter or any of the Company policies.

Termination of Employment:

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving 1 Month notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

Notwithstanding the above, your services shall be suspended or terminated with immediate effect, according to the discretion of the Company, on the following grounds:

- (a) cases of negligence,
- (b) dereliction of duty (that is, inability to perform assigned task and delivering sub-standard quality of work),
- (c) acts of misconduct,
- (d) Conviction for any criminal charge.

Acts of misconduct include and not limited to:

- 1) Damaging company property and company name,
- 2) Sharing confidential information with outsiders,
- 3) Involvement in any form of physical or sexual harassment,
- 4) Consumption of drugs or alcohol on the company premises,
- 5) Submission of fraudulent or fake documents.

Correspondence and address for communication:

Company will correspond with you directly or at the address given below:

Address: Vill- Basudeb Pur , P.O- Argora, Cantai Paschim Medinipur, West Bengal, 721439

Email : preranabisai@gmail.com

In case there is any change in your address, you will inform the Company in writing within 3 (three) days from the date of such change.

Any letter sent by the Company by Registered A.D./Speed Post through Courier at the above address will be deemed as proper service. Any Communication sent by e-mail or Fax at the above e-mail address or fax number will be deemed as proper service.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance and confirming that the terms are correctly understood.



Anupam Biswas

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

I acknowledge that I have understood all the clauses of this appointment letter. I accept and agree to all the terms and conditions of employment.

Signature:

Date:

CTC Annexure

Name of the Employee : Prerana Bisai

Designation: Sr. ITES Executive

Salary Components	Monthly	Annual
A. Emoluments	<u>INR</u>	<u>INR</u>
Basic Pay	9033	108396
House Rent Allowance	2258	27096
Special Allowance	6774	81288
Sub Total – A	18065	216780
B. Deductions		
Provident Fund	1800	21600
ESIC Contribution	135	135
Professional. Tax	130	1560
Income Tax (applicable as per the IT act)		
Insurance (as applicable)		
Sub Total - B	2065	24780
C. Employer's Contribution		
Provident Fund	1800	21600
ESIC Contribution	587	7044
Sub Total – C	2387	28644
Tentative Net Salary (A - B)	16000	192000
Fixed CTC (A+C)	20452	245424
Annual Performance Bonus Potential		
Total CTC		245424

* Annual Bonus will be paid based on performance. Evaluation of which is entirely at Company's Discretion

** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.

Employee Confidential Information, Invention, and Arbitration Agreement

As a condition of my employment with **iMerit Technology Services Pvt Ltd.** an Indian company registered under the Companies Act, 1956, having its principal place of office at Vishnu Chambers, 4th Floor Block –GP, Saltlake, Kolkata-700091 and its subsidiaries, affiliates, successors or assigns (together the “Company”), and in consideration of my compensation and other benefits now and hereafter paid/payable to me by the Company, I agree to the following:

1. Maintaining Confidential Information

a) **Confidential Information:** I agree at all times during the term of my employment with the Company, and thereafter, to hold in the strictest confidence, and not to use, except for the benefit of the Company, or to discuss with any person, firm or corporation or any other entity as such, without written authorization of the concerned personnel of the Company, confidential information which shall include any, confidential knowledge, data, intellectual property, proprietary information product information, inventions, processes, know-how, designs, trade secrets, proprietary information, formulae, developmental or experimental work, computer programs, software (which shall include both source code and object code forms,) databases, other original works of authorship,, samples, devise, demonstrations, customer lists, business plans, financial information, commercial information, personal information or other data, technical or personal information, of the Company or any of its, employees, clients, consultants or licensees, not generally known to the public hereinafter referred to as “Confidential Information.”

b) **Former Employer Information:** I agree that I will not, during my employment with the Company, improperly use or disclose any confidential, proprietary information or trade secrets of my former employers or companies, if any, and that I will not bring onto the premises of the Company, any unpublished document or any property belonging to my former employers or companies, if any, unless consented to in writing by the said employers or companies.

c) **Third Party Information:** I recognize that the Company has received and in future will receive from third parties Confidential Information and use it only for certain limited purposes. I agree that I owe the Company and such third parties during the term of my employment with the Company and thereafter, a duty to hold all such Confidential Information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except where deemed necessary in performing my work for the Company consistent with the Company’s agreement with such third parties

d) **Exceptions:** I recognize that this Agreement shall not apply to Confidential Information that falls within any of the following categories:

That, as on the effective date of the Agreement, was already known by me without obligation of confidentiality, as demonstrated by appropriate documentary evidence antedating the relationship between iMerit and me or

- i. That, after the effective date of the Agreement, comes lawfully into my possession and this is not in violation of any contractual or legal obligation to iMerit with respect thereto shown by documentation sufficient to establish such third party as the lawful source of the Confidential Information;
- i. That, is or after the Effective Date, becomes part of the public domain through no fault of mine; or,
- ii. That, after the effective date of the Agreement, is independently ascertained or developed by me and not

having had any access, either directly or indirectly to Confidential Information.

I shall provide the Company with at least thirty (30) days prior written notice if I intend to disclose, use, publish or otherwise disclose any part of the Confidential Information in reliance of any of the exceptions listed above in Clause 1(d) and obtain the prior, written permission of the Company before proceeding to disclose any such Confidential Information.

1. Intellectual Property

I agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by me during or as a consequence of my employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. I hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, I hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract, and licensing rights) in such Work Product to Company and its affiliates. I retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates’ ownership in the Work Product. I hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of my employment hereunder. If I have any rights to the Work Product that cannot be assigned to iMerit or its affiliates, I hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against iMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to iMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of my employment or these Terms of Employment, I will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

I agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure my signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as my agent and attorney in fact to act for and on my behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by me.

I agree that I will not violate or attempt to violate the intellectual property rights, interests or title of any third party. My obligations under this Section shall remain in effect and survive any termination or expiration of my employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or un-liquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by me. Company’s right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

3. **Conflicting Relationship:** I agree that, during the term of my employment with the Company, I will not engage in any other employment, occupation, consultation or other business activity directly related to the business in which the Company is now involved or becomes involved during my tenure, nor will I engage in any other activities that conflict with my obligations to the Company. Further I may subsequently agree to comply with terms and conditions that are in addition to the terms and conditions contained in this Agreement. In such case I agree to comply fully with such additional terms and conditions, as well as the terms and conditions in this Agreement.
4. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to the Company, its successors or assigns.
5. **Non Solicitation and Non Disparagement:** During the period of employment and for a period of two (2) years after the date of termination of my employment with the company, I will not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries.

I undertake to refrain from making any negative, damaging or disparaging statements (orally or in writing) about Company or its stockholders, directors, officers, employees, products, services or business practices, or clients or customers at any point of time for any publication in the print media, internet, blog or in any other media and shall further refrain from urging or influencing any person to make any such statement or engage in any conduct, which goes against the interest of the Company, in any manner. This covenant shall survive & continue in perpetuity and shall be binding on myself, at all times.

6. Compliance with Data Protection Laws:

I shall comply with the Data Protection Laws when handling personal data in the course of employment including personal data relating to any employee, consultant, customer, client, supplier or agent of iMerit. I will also comply with the iMerit's policy while handling personal data. In case of failure to comply with the Data Protection Laws or any of the policies the same may be dealt with under our disciplinary procedure of iMerit and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

“Data Protection Laws” Data protection and privacy laws, regulations, regulatory requirements and codes of practice and code of data protection and privacy policy of iMerit in connection with its data processing obligations or which may otherwise apply, including laws applicable in the country or countries where personal data is collected, held or processed, including the Data Protection Directive and Directive 2002/58/EC and 95/46/EC (and respective local implementing laws) and the Privacy and Electronic Communications Directive 2002/58/EC, regulations issued by the USA Department of Health and Human Services, and any applicable guidelines and codes issued by a competent data protection authority, or other competent governmental body or agency, in respect of such laws, or any subsequent directives.

7. **Notification of New Employer:** In the event that I leave the employment of the Company, I hereby consent to notification by the Company to my new employer about my rights and obligations under this Agreement.
8. **Conflict of Interest Guidelines and Disciplinary Action Guidelines:** I agree to diligently adhere to the

Conflict-of-Interest guidelines and Disciplinary Action Guidelines of the Company.

3. **Representations:** I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence, proprietary information acquired by me, in confidence or in trust prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

4. Arbitration and Equitable Relief

- i. **Arbitration:** Except as provided in Clause 10 (b) below, I agree that any dispute or controversy arising out of, relating to, or concerning any interpretation, construction, performance or breach of this Agreement, shall be settled by arbitration according to the Indian Arbitration and Conciliation Act 1996, as amended. There shall be a Sole Arbitrator appointed by the Company. The place of arbitral proceedings shall be Kolkata, India. English shall be the language of the arbitral proceedings. The arbitral award shall be final and binding upon both the Parties.
- i. **Equitable Remedies.** I agree that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenant's set forth in Clauses 1,2 and 4 herein. Accordingly, I agree that if I breach any of such Clauses, the Company shall have, in addition to any other right or remedy available, the right to seek injunctive relief from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement.

5. **Non- Competition:** The employment with Company requires undivided attention and effort. As a result, during the employment, and for a period of six months after termination of employment, I will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

6. General Provisions

- i. **Entire Agreement:** This Agreement sets forth the entire agreement and all understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of, or amendment to, this Agreement, nor any waiver of any rights under this Agreement will be effective unless in writing and signed by both the Company and myself. Any subsequent changes or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- i. **Severability:** If one or more of the provisions in this Agreement are deemed void by law, then such provisions shall be removed or deleted but the remaining provisions will continue in full force and effect.
- ii. **Successors and Assigns:** This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. The company may assign this Agreement to any party acquiring substantially all of the Company's business by merger, consolidation, sale of assets or otherwise.
- iii. **(Notices:** Any required or permitted notices hereunder must be given in writing to the address of each of the parties as set forth in the cause title herein above or to such other address as either party may substitute by written notice to the other in the manner contemplated herein.

- i. Headings: Titles or headings to the clauses in this Agreement do not constitute terms of this Agreement and should not be interpreted as such, but are inserted solely for the sake of convenience.
- ii. Force Majeure: Neither party shall be responsible for any delay or failure in performance caused by any government act, law, regulation, order or decree, war, strikes or other disputes, by communication line or power failures beyond its control, or by fire, flood or other natural disasters, acts of third parties (including without limitation, terrorist acts), or by other causes beyond its reasonable control, whether or not the condition was foreseeable, nor shall any such delay or failure be considered to be a breach of this Agreement. In any such event, performance shall take place as soon thereafter as is reasonably feasible.
- iii. Survival: The provisions relating to confidentiality, ownership of intellectual property rights, survival of obligations and arbitration shall survive upon termination/ expiry of this Agreement.
- iv. Waiver: Failure of either party at any time to require performance of any of the provisions of this Agreement shall not affect the right to require full performance of the Agreement at any time thereafter. Any instance of waiver of a breach of any of the provisions shall not be construed as waiver of any subsequent breach or implied nullification of the provision's effect. Except as otherwise provided in this Agreement, any waiver, modification or other amendment of this Agreement will not be effective unless it is in writing and endorsed by both the parties.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED AND ACCEPTED THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Accepted by iMerit Technology Services Pvt Ltd

Signature of Employee:

Name:.....

Address:

Date:.....

Signature :



Name: Anupam Biswas

Designation: Chief Delivery Officer

Date: 25th May 2023

Doc Id: ITSPL/HR/423/23

Date: 22nd June'2023

Biswajit Baichar

Add: Purba Dobandi, Moyna, Tamluk, Purba Medinipur, West Bengal - 721629

Email: baicharbiswajit435@gmail.com

Sub: Appointment for the position of Senior ITES Executive - Projects

Dear Biswajit,

Congratulations!! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to appoint you for the position of **Senior ITES Executive - Projects** in the company. You are requested to join us on **22nd June'2023**. You will be working as a full time employee in the **Delivery function** in the company.

However, your employment is subject to satisfactory completion of background verification check and your signing of Non-Disclosure agreement.

Probation Clause: You will be on probation period for 3 (three) months, which maybe further extended at the absolute and sole discretion of the company.

Place of Work: Your initial place of work will be at Bhubaneswar. However, you may be transferred, after giving reasonable notice, to any other place of business of the Company in India.

Duties: A schedule of your broad duties and responsibilities will be given to you in due course on joining. However, the Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company's interests.

Salary/Compensation: Your annual cost to the Company will be **Rs 245388** (Rupees Two Lacs Forty Five Thousand Three Hundred Eighty Eight Only) and your Net Take Home salary/ Per Month, will be **Rs 16002** (Rupees Sixteen Thousand Two only). "CTC Annexure" details out the compensation structure.

Broadband Installation Reimbursement & Recovery: You may be required to get a broadband connection installed at home within 10 days of the joining to be enabled for Work from Home option in case you are assigned a work from home, which is at the sole discretion of iMerit. In case you are assigned for a work from home option, iMerit will pay a broadband installation reimbursement as per the Broadband Installation Policy of iMerit on producing the original receipt of the same. Please note that installation requires to be in the place from where you will be working in case of a Work from Home scenario. Also, to add, the decision of enablement of Work from Home / Office is based on work requirements and at the sole discretion of the company. You shall also be reimbursed a monthly broadband rental charge as per company policy. However, in view of the aforesaid, iMerit shall recover the amount paid for broadband installation if you leave the organization within Six (6) months from joining. Such a recovery will be made from the Full & Final settlement amount with no exceptions.

Provident Fund: Employee and Employer Contribution for Provident Fund shall be capped at ((Gross Salary – HRA) or 15000/- whichever is lower) *12%. As per PF rules, employer doesn't have the statutory compulsion to pay more than 15000 rupees for PF contribution however in case any employee wants to have his/her contribution to be deducted on actuals (if higher Gross- HRA is higher than 15000 rupees per month) then the balance calculated over and above 15000 rupees shall be deposited separately in the Voluntary PF contribution as per rules (VPF).

Gratuity: You will be entitled to gratuity as per the Payment of Gratuity Act, 1972. As per the Act gratuity is payable only after completion of five (5) continuous years in service. The calculation of gratuity as per the Act is last drawn basic X 15 days/26 days X number of completed years in service. The amount of gratuity shall not exceed Rs. 20, 00,000/-.

Absenteeism: Absence for a continuous period of 3 (three) days from your place of work without prior approval of your superior, or written intimation in case of unforeseeable circumstances such as medical emergency by itself will be proof of your voluntary abandonment of services and the same shall automatically stand terminated without any notice or intimation.

The continuation of this appointment shall at all times be subject to your consistent performance expected from you from time to time.

You shall observe and conform to such duties, directions and instructions as mandated by the Company and those in authority over you.

You shall not during the continuance of your employment, without the consent of the Company in writing, be employed or interested, directly or indirectly in any other trade or business, employment or occupation whatsoever and will devote your time and attention to your duties.

A high standard code of conduct is expected from you and any behavior reflecting unfavorably on you or the Company is questionable and liable to disciplinary action as per company policy.

In addition to the terms and conditions mentioned above, you are required to abide by the Company policies which are enforced for the time being, such as the HR Policy, or may be framed by the Company from time to time.

Retirement Age: You shall retire on the attainment of normal retirement age fixed by the company, which at present is 60 years.

Hours of work: You will be required to work for 8.5 hours a day with 30 minutes break for lunch. The Company follows normal working hours of 48 working hours per week.

Documentation:

Listed below are the documents you need to carry on your date of joining:-

- a) All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- b) All past experience certificates, release letters/resignation letters.
- c) A photo id proof e.g. PAN card, voter's ID card, Aadhar Card, Passport etc.
- d) Passport size photographs (2).

Non-Disclosure: During the course of your employment with the Company, you will have access to Confidential Information. For purposes of this appointment letter, “Confidential Information” means all data, information, ideas, concepts, discoveries, trade secrets, inventions (whether or not patentable or reduced to practice), innovations, improvements, know-how, developments, techniques, methods, processes, treatments, drawings, sketches, specifications, designs, plans, patterns, models, plans and strategies, and all other confidential or proprietary information or trade secrets in any form or medium (whether merely remembered or embodied in a tangible or intangible form or medium) whether now or hereafter existing, relating to or arising from the past, current or potential business, activities and/or operations of the Company or any of its affiliates, including, without limitation, any such information relating to or concerning finances, sales, marketing, advertising, transition, promotions, pricing, personnel, customers, suppliers, vendors, raw partners and/or competitors. You agree that you will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any person, other than in the course of your assigned duties and for the benefit of the Company, either during the period of your employment or at any time thereafter, any Confidential Information or other confidential or proprietary information received from third parties subject to a duty on the Company’s and its subsidiaries’ and affiliates’ part to maintain the confidentiality of such information, and to use such information only for certain limited purposes, in each case, which shall have been obtained by you during your employment by the Company (or any predecessor). The foregoing shall not apply to information that (i) was known to the public prior to your disclosure; (ii) becomes generally known to the public subsequent to disclosure to you through no wrongful act of yours or your representative; or (iii) if permitted by law, you are required to disclose by applicable law, regulation or legal process (provided that you have provided the Company with prior notice of the contemplated disclosure and cooperates with the Company at its expense in seeking a protective order or other appropriate protection of such information .

Non Solicitation: During the period of employment and for a period of two (2) years after the date of termination of your employment with the company , you sell not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries

The term “Solicit” shall mean but is not limited to any request or appeal may directly or indirectly either oral or written or any endeavour to obtain seek or plead for business or securing a promise of business or an attempt to advertise promote sale distribute products or services or issuance of an offer a product or service, submission of a quotation or request for any favours of commercial value addressed to any customers and suppliers of iMerit which may directly or indirectly result in interfering with the business relationship of the company or its affiliates and subsidiaries with this customer and suppliers. The term “Hire” shall mean but is not limited to a request or appeal or an attempt to offer or to offer an opportunity for employment or contractual work directly or indirectly with or without wages to any employees of the company or its affiliates and subsidiaries

Non Disparagement: You undertake to refrain from making any negative or disparaging statements orally or in writing about iMerit or stockholders directors officers employees products services or business practices at any point of time for any publication in the print media Internet block or in any other media and sell further refrain from urging or influencing

any person to make any such statement or engage in any conduct which goes against the interest of iMerit in any manner this covenant shall survive and continue in perpetuity and shall be binding on the employee at all times

Intellectual property: You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, you hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in such Work Product to Company and its affiliates. You retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates’ ownership in the Work Product. You hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of your employment hereunder. If you have any rights to the Work Product that cannot be assigned to IMerit or its affiliates, you hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against IMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to IMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of your employment or these Terms of Employment, you will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

You agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.

You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or unliquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by you. Company's right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

Data Privacy Policy: Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes specified in Company's data privacy policy ("Privacy Policy. Further, the Company may for these purposes transfer such data to any country in which iMerit's worldwide organization does business. By signing these Terms of Employment, you consent to the terms and conditions of the Privacy Policy, as maybe modified by Company at any time, and in its sole discretion, upon notice to, and you expressly consent to the following: (a) the processing of your personal data in accordance with the Privacy Policy; (b) the collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Privacy Policy; (c) the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and (d) treating any personal data to which you have access in the course of your employment strictly in accordance with the Privacy Policy and other Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes of which it was disclosed to you. The reference to information "about you" or similar references, includes references to information about third parties, such as spouse and children (if any), which are provided by you or on your behalf.

Non-Compete: The employment with Employer requires undivided attention and effort. As a result, during the term of employment, and for a period of six months after termination of employment, the employee will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

Indemnity: You shall indemnify, defend and hold the harmless the Company from and against all or any damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to any breach or failure of performance (in whole or in part) by you of any obligation, covenant or agreement contained in this Appointment Letter or any of the Company policies.

Termination of Employment:

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving 1 Month notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

Notwithstanding the above, your services shall be suspended or terminated with immediate effect, according to the discretion of the Company, on the following grounds:

- (a) cases of negligence,
- (b) dereliction of duty (that is, inability to perform assigned task and delivering sub-standard quality of work),
- (c) acts of misconduct,
- (d) Conviction for any criminal charge.

Acts of misconduct include and not limited to:

- 1) Damaging company property and company name,
- 2) Sharing confidential information with outsiders,
- 3) Involvement in any form of physical or sexual harassment,
- 4) Consumption of drugs or alcohol on the company premises,
- 5) Submission of fraudulent or fake documents.

Correspondence and address for communication:

Company will correspond with you directly or at the address given below:

Address: Purba Dobandi, Moyna, Tamluk, Purba Medinipur, West Bengal - 721629

Email : baicharbiswajit435@gmail.com

In case there is any change in your address, you will inform the Company in writing within 3 (three) days from the date of such change.

Any letter sent by the Company by Registered A.D./Speed Post through Courier at the above address will be deemed as proper service. Any Communication sent by e-mail or Fax at the above e-mail address or fax number will be deemed as proper service.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance and confirming that the terms are correctly understood.



Anupam Biswas

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

I acknowledge that I have understood all the clauses of this appointment letter. I accept and agree to all the terms and conditions of employment.

Signature:

Date:

CTC Annexure

Name of the Employee : Biswajit Baichar

Designation: Senior ITES Executive - Projects

Salary Components	Monthly	Annual
A. Emoluments	<u>INR</u>	<u>INR</u>
Basic Pay	9031	108372
House Rent Allowance	2258	27096
Special Allowance	6773	81276
Sub Total – A	18062	216744
B. Deductions		
Provident Fund	1800	21600
ESIC Contribution	135	1620
Professional. Tax	125	1500
Income Tax (applicable as per the IT act)		
Insurance (as applicable)		
Sub Total - B	2060	24720
C. Employer's Contribution		
Provident Fund	1800	21600
ESIC Contribution	587	7044
Sub Total – C	2387	28644
Tentative Net Salary (A - B)	16002	192024
Fixed CTC (A+C)	20449	245388
Annual Performance Bonus Potential		
Total CTC		245388
* Annual Bonus will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

Employee Confidential Information, Invention, and Arbitration Agreement

As a condition of my employment with **iMerit Technology Services Pvt Ltd.** an Indian company registered under the Companies Act, 1956, having its principal place of office at Vishnu Chambers, 4th Floor Block –GP, Saltlake, Kolkata-700091 and its subsidiaries, affiliates, successors or assigns (together the “Company”), and in consideration of my compensation and other benefits now and hereafter paid/payable to me by the Company, I agree to the following:

1. Maintaining Confidential Information

a) **Confidential Information:** I agree at all times during the term of my employment with the Company, and thereafter, to hold in the strictest confidence, and not to use, except for the benefit of the Company, or to discuss with any person, firm or corporation or any other entity as such, without written authorization of the concerned personnel of the Company, confidential information which shall include any, confidential knowledge, data, intellectual property, proprietary information product information, inventions, processes, know-how, designs, trade secrets, proprietary information, formulae, developmental or experimental work, computer programs, software (which shall include both source code and object code forms,) databases, other original works of authorship,, samples, devise, demonstrations, customer lists, business plans, financial information, commercial information, personal information or other data, technical or personal information, of the Company or any of its, employees, clients, consultants or licensees, not generally known to the public hereinafter referred to as “Confidential Information.”

b) **Former Employer Information:** I agree that I will not, during my employment with the Company, improperly use or disclose any confidential, proprietary information or trade secrets of my former employers or companies, if any, and that I will not bring onto the premises of the Company, any unpublished document or any property belonging to my former employers or companies, if any, unless consented to in writing by the said employers or companies.

c) **Third Party Information:** I recognize that the Company has received and in future will receive from third parties Confidential Information and use it only for certain limited purposes. I agree that I owe the Company and such third parties during the term of my employment with the Company and thereafter, a duty to hold all such Confidential Information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except where deemed necessary in performing my work for the Company consistent with the Company’s agreement with such third parties

d) **Exceptions:** I recognize that this Agreement shall not apply to Confidential Information that falls within any of the following categories:

That, as on the effective date of the Agreement, was already known by me without obligation of confidentiality, as demonstrated by appropriate documentary evidence antedating the relationship between iMerit and me or

- i. That, after the effective date of the Agreement, comes lawfully into my possession and this is not in violation of any contractual or legal obligation to iMerit with respect thereto shown by documentation sufficient to establish such third party as the lawful source of the Confidential Information;
- ii. That, is or after the Effective Date, becomes part of the public domain through no fault of mine; or,
- iii. That, after the effective date of the Agreement, is independently ascertained or developed by me and not

having had any access, either directly or indirectly to Confidential Information.

I shall provide the Company with at least thirty (30) days prior written notice if I intend to disclose, use, publish or otherwise disclose any part of the Confidential Information in reliance of any of the exceptions listed above in Clause 1(d) and obtain the prior, written permission of the Company before proceeding to disclose any such Confidential Information.

2. Intellectual Property

I agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by me during or as a consequence of my employment, whether alone or in conjunction with others and whether during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment hereunder (“Work Product”) shall belong exclusively to the Company. I hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

All Work Product shall constitute a work(s) made for hire under all copyright acts. To the extent that any Work Product does not constitute a work made for hire under the foregoing laws, I hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract, and licensing rights) in such Work Product to Company and its affiliates. I retain no rights to use the Work Product and agree not to challenge the validity of Company’s and its affiliates’ ownership in the Work Product. I hereby forever waive all moral rights in the Work Product and any results or proceeds there from, even if after expiration or termination of my employment hereunder. If I have any rights to the Work Product that cannot be assigned to iMerit or its affiliates, I hereby unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against iMerit and its affiliates and their employees, contractors or clients with respect to such rights and grant to iMerit and its affiliates an exclusive, irrevocable, perpetual, worldwide, sublicensable, fully paid-up and royalty free license to such Work Product, or part thereof. On termination or expiration of my employment or these Terms of Employment, I will deliver to Company all Work Product, including any parts or copies thereof completed, created and/or prepared up through the date of termination and all copies thereof.

I agree to, for no further consideration, execute any documents and take any other actions reasonably requested by Company and its affiliates and their clients and contractors to achieve the objectives of this Section (including waiver of any such rights including authors’ special rights under Section 57 of the Copyright Act 1957). In the event that Company is unable for any reason, after reasonable effort, to secure my signature on any document needed to perfect the title of Company and its affiliates, you hereby irrevocably designate and appoint Company and its duly authorised officers and agents as my agent and attorney in fact to act for and on my behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by me.

I agree that I will not violate or attempt to violate the intellectual property rights, interests or title of any third party. My obligations under this Section shall remain in effect and survive any termination or expiration of my employment or these Terms of Employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or un-liquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon a potential or actual breach of this Section by me. Company’s right under this clause is notwithstanding any other right available to the Company under these Terms of Employment or otherwise.

3. **Conflicting Relationship:** I agree that, during the term of my employment with the Company, I will not engage in any other employment, occupation, consultation or other business activity directly related to the business in which the Company is now involved or becomes involved during my tenure, nor will I engage in any other activities that conflict with my obligations to the Company. Further I may subsequently agree to comply with terms and conditions that are in addition to the terms and conditions contained in this Agreement. In such case I agree to comply fully with such additional terms and conditions, as well as the terms and conditions in this Agreement.
4. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to the Company, its successors or assigns.
5. **Non Solicitation and Non Disparagement:** During the period of employment and for a period of two (2) years after the date of termination of my employment with the company, I will not either directly or indirectly either alone or in association with others (i) Solicit or encourage any organization and/or any third party to Solicit any customers and suppliers of company or its affiliates and subsidiaries (ii) Hire for employment or engage as an independent contractor or permit any organization to Hire for employment any person who is in employment of the company or its affiliates and subsidiaries.

I undertake to refrain from making any negative, damaging or disparaging statements (orally or in writing) about Company or its stockholders, directors, officers, employees, products, services or business practices, or clients or customers at any point of time for any publication in the print media, internet, blog or in any other media and shall further refrain from urging or influencing any person to make any such statement or engage in any conduct, which goes against the interest of the Company, in any manner. This covenant shall survive & continue in perpetuity and shall be binding on myself, at all times.

6. Compliance with Data Protection Laws:

I shall comply with the Data Protection Laws when handling personal data in the course of employment including personal data relating to any employee, consultant, customer, client, supplier or agent of iMerit. I will also comply with the iMerit's policy while handling personal data. In case of failure to comply with the Data Protection Laws or any of the policies the same may be dealt with under our disciplinary procedure of iMerit and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

“Data Protection Laws” Data protection and privacy laws, regulations, regulatory requirements and codes of practice and code of data protection and privacy policy of iMerit in connection with its data processing obligations or which may otherwise apply, including laws applicable in the country or countries where personal data is collected, held or processed, including the Data Protection Directive and Directive 2002/58/EC and 95/46/EC (and respective local implementing laws) and the Privacy and Electronic Communications Directive 2002/58/EC, regulations issued by the USA Department of Health and Human Services, and any applicable guidelines and codes issued by a competent data protection authority, or other competent governmental body or agency, in respect of such laws, or any subsequent directives.

7. **Notification of New Employer:** In the event that I leave the employment of the Company, I hereby consent to notification by the Company to my new employer about my rights and obligations under this Agreement.
8. **Conflict of Interest Guidelines and Disciplinary Action Guidelines:** I agree to diligently adhere to the

Conflict-of-Interest guidelines and Disciplinary Action Guidelines of the Company.

9. **Representations:** I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence, proprietary information acquired by me, in confidence or in trust prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

10. Arbitration and Equitable Relief

- i. Arbitration. Except as provided in Clause 10 (b) below, I agree that any dispute or controversy arising out of, relating to, or concerning any interpretation, construction, performance or breach of this Agreement, shall be settled by arbitration according to the Indian Arbitration and Conciliation Act 1996, as amended. There shall be a Sole Arbitrator appointed by the Company. The place of arbitral proceedings shall be Kolkata, India. English shall be the language of the arbitral proceedings. The arbitral award shall be final and binding upon both the Parties.
- ii. Equitable Remedies. I agree that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenant's set forth in Clauses 1,2 and 4 herein. Accordingly, I agree that if I breach any of such Clauses, the Company shall have, in addition to any other right or remedy available, the right to seek injunctive relief from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement.

11. **Non- Competition:** The employment with Company requires undivided attention and effort. As a result, during the employment, and for a period of six months after termination of employment, I will not, without Employer's express written consent, engage in any employment or business other than for Employer, or invest in or assist in any manner any business which directly or indirectly competes with the business or future business plans of Employer.

12. General Provisions

- i. Entire Agreement: This Agreement sets forth the entire agreement and all understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of, or amendment to, this Agreement, nor any waiver of any rights under this Agreement will be effective unless in writing and signed by both the Company and myself. Any subsequent changes or changes in my duties, salary or compensation will not affect the validity or scope of this Agreement.
- ii. Severability: If one or more of the provisions in this Agreement are deemed void by law, then such provisions shall be removed or deleted but the remaining provisions will continue in full force and effect.
- iii. Successors and Assigns: This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns. The company may assign this Agreement to any party acquiring substantially all of the Company's business by merger, consolidation, sale of assets or otherwise.
- iv. (Notices: Any required or permitted notices hereunder must be given in writing to the address of each of the parties as set forth in the cause title herein above or to such other address as either party may substitute by written notice to the other in the manner contemplated herein.

- v. Headings: Titles or headings to the clauses in this Agreement do not constitute terms of this Agreement and should not be interpreted as such, but are inserted solely for the sake of convenience.
- vi. Force Majeure: Neither party shall be responsible for any delay or failure in performance caused by any government act, law, regulation, order or decree, war, strikes or other disputes, by communication line or power failures beyond its control, or by fire, flood or other natural disasters, acts of third parties (including without limitation, terrorist acts), or by other causes beyond its reasonable control, whether or not the condition was foreseeable, nor shall any such delay or failure be considered to be a breach of this Agreement. In any such event, performance shall take place as soon thereafter as is reasonably feasible.
- vii. Survival: The provisions relating to confidentiality, ownership of intellectual property rights, survival of obligations and arbitration shall survive upon termination/ expiry of this Agreement.
- viii. Waiver: Failure of either party at any time to require performance of any of the provisions of this Agreement shall not affect the right to require full performance of the Agreement at any time thereafter. Any instance of waiver of a breach of any of the provisions shall not be construed as waiver of any subsequent breach or implied nullification of the provision's effect. Except as otherwise provided in this Agreement, any waiver, modification or other amendment of this Agreement will not be effective unless it is in writing and endorsed by both the parties.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED AND ACCEPTED THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Accepted by iMerit Technology Services Pvt Ltd

Signature of Employee:

Name: Signature :

Address:



Name: Anupam Biswas

Designation: Chief Delivery Officer

Date:

Date: 22nd June'2023

Ref:-HR/2023-24/JULY/RV/202302

Date: 13th July 2023

To,

Mr. Madan Khanda
Satkania, East Midnapore,
West Bengal- 721448

Sub:-APPOINTMENT LETTER

With reference to your application and the subsequent discussions you had with us. We are pleased to inform you that you have been selected for appointment on the following terms and conditions:

- 1. Position:** You are being appointed as “GIS Executive”.
- 2. Location:** You will be initially posted at Odisha site which will be transferable anytime, depend on the exigencies of work and shall be at the discretion of management.
- 3. Day of Commencement:** You are expected to report to your duties as from 3rd Aug 2023.
- 4. Reporting:** You will report to your immediate Manager on the said date. You are required to comply with the company’s rules and regulations at all given times and should always act in a manner that protects the company’s interest.
- 5. Roles and Responsibilities:** Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.
- 6. Monthly Salary:** Your Gross salary will commence at **Rs.15000/-**per month.
- 7.** Accommodation will be provided by company site.
- 8.** 7 Days Initial training that will be unpaid.

9. Leave policy:

You will be eligible for leave (EL-1 after 30 working days of service, SL) and other such benefits in accordance with the Company’s rules and regulations. Management reserve right to continue/cancel the working day/Holiday as per situation and requirement.

- I. Grant of leave will depend on the exigencies of work and shall be at the discretion of management.

-
- II. Your absence for a continuous period of 7 days from assigned site (including absence when leave through applied for but not granted) or when overstayed on sanctioned leave for a period of 7 consecutive days would make you to lose your lien on the services and the same shall come to an end without any notice or even intimation as it will be presumed that you have abandoned the job on your own accord. No payment of the same month will be paid to you. And you will also have to compensate the management with bond amount if this incurred during training period.

10. Posting & Transfer:

Your place of work, in the first instant, is as indicated above. However, you can be transferred temporarily or permanently for duty anywhere in India, depending upon the needs of the organization. Your service may be transferred to any office of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules prevailing in the company at any given point of time.

11. Notice period:

After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 30 days' notice or salary in lieu thereof is given. If you didn't provide notice period you all rest Emoluments will not be released.

12. Termination of Service:

During the Service period your services are liable to be terminated by the Management under the following conditions:

- I. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect, or affects the reputation of the Company's working or of any breach of the terms and conditions herein, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.
- I. Company has full right to transfer, suspend or terminate the employment of the Employee in case if he/she breaches any of the above provisions & founds dishonest to the Company at any moment of his/her employment also Company can withheld the Salary and Experience letter of the said Employee until the final settlement of the matter.
- II. If any declaration of information furnished proves to be false, or it is found that
-

material information has been willfully suppressed, you will be liable to removal from the service forthwith without any notice and without assignment of any reason therefore without prejudice to such action as the Management may deem necessary.

13. Other Conditions:

You will undertake, that while in the employment of the Company, and for a period of 12 months after separation from the Company, for any reason whatsoever, you will:

- I. Keep confidential and not disclose to any unauthorized persons all Company information, decision, business, financial interests, Company intelligence, consisting of sensitive research, either acquired or in the process of being carried out, Technical capability and Commercial intelligence disclosed to you and/ or acquired by you in the course of your employment.
- II. Not seek or obtain employment or consultancy directly or indirectly with any other Company entity/ organization or their associates/ affiliates, as employer or partner or advisor or in any other capacity, which is in competition with RV PLANET's Group.
- III. Solicit or endeavor to entice any employee or person involved, directly or indirectly, from any of the Company's operations.
- IV. Treat matters pertaining to the Company's business interests with utmost confidentiality and such confidentiality has to be maintained during your employment with the Company and thereafter. Be just and faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whatsoever and shall use his best endeavors to prevent the publication or disclosure of any trade secret or any business process or any confidential matter or information concerning management decision of the Company or of its dealings, transactions, or affairs which may come to his knowledge.

14. Your duties and responsibilities shall be such as assigned to you by the management from time to time. You will be communicated about your business targets separately from time to time. During your services with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.

15. If any case you left this company so you will not join any RV PLANET Client or any

other company in Same Project minimum 6 month duration after leavening this job.

- 16.** Any dispute or difference arising out of this Agreement shall be resolved through Arbitration. The sole Arbitrator, appointed in consultation with parties shall conduct such Arbitration. All legal compliance's will be settled at Lucknow Jurisdiction.
- 17.** Amendments to the above terms and conditions, if any will be made in writing.
- 18.** Please sign and return the duplicate copy of this letter of appointment (initialing each page) as a token of your having accepted the above terms and conditions.

Wish you all the best in your new assignment.

Yours faithfully

For RV PLANET PVT LTD

RV PLANET (OPC) PVT. LTD.

Auth. Signatory

(HR Recruitment Head)

Ref: - HRT 0292/23

Date: 20th June, 2023

To,

Aishik Mahata

Bagpichhla, Bagpichhula, Shalboni

Paschim Medinipur, West Bengal-721147

Offer of Employment

Dear Aishik,

Congratulations! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to offer you the position of “**Sr. ITES Executive- Projects**” in the company. Your initial place of posting is Bhubaneswar.

You will be on a probation period of 3 (three) months, which may be further extended at the absolute and sole discretion of the company.

Your annual cost to the Company will be **Rs. 2,45,376** (Rupees Two Lakhs Forty-five Thousand Three Hundred Seventy six only) and your Monthly Gross Salary will be **Rs. 18,061/-** (Rupees Eighteen Thousand Sixty-one only) “CTC Annexure” details out the compensation structure.

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving one (1) month’s notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

You are requested to join us on **22nd June 2023**. In the event you do not join us on the date mentioned or in the subsequent three (3) working days, this offer will automatically stand withdrawn.

Please carry the documents specified in the “Documents Annexure” on your date of joining. Confirmation of your employment is subject to verification of such documents.

You will retire on the attainment of the normal retirement age fixed by the company, which at present is sixty (60) years.

We welcome you to be part of the iMerit Technology Services Pvt. Ltd. team and look forward to your valued contribution to taking iMerit Technology Services Pvt. Ltd. to greater heights.

You are requested to return the duplicate copy of this letter as an indication of your acceptance to our offer.

Yours faithfully,

I confirm and accept the above



[Anupam Biswas]

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

Documents Annexure

.

Documents to be brought on the day of joining (Originals + Photocopies)

- All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- All past experience certificates, release letters/resignation letters.
- A photo id proof e.g. PAN card, voter's ID card etc.
- 2 Passport size photographs.

CTC Annexure		
Name of the Employee : Aishik Mahata		
Designation: Sr. ITES Executive-Projects		
Salary Components	Monthly	Annually
A. Emoluments		
Basic Pay	9,031	1,08,372
House Rent Allowance	2,258	27,096
Special Allowance	6,772	81,264
Sub Total – A	18,061	2,16,732
B. Deductions		
Provident Fund	1,800	21,600
ESIC Contribution	136	1,632
Professional Tax	125	1,500
Sub Total - B	2,061	24,732
C. Employer's Contribution		
Provident Fund	1,800	21,600
ESIC Contribution	587	7,044
Sub Total – C	2,387	28,644
Net Salary (A - B)	16,000	1,92,000
Total CTC(A+C)	20,448	2,45,376
* Annual Performance Incentive will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

Ref: - HRT 0288/23Date: 20th June, 2023

To,

Kamal Das

Jayanpur, Ashadtala,

Purba Medinipur, West Bengal-721656

Offer of Employment**Dear Kamal,**

Congratulations! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to offer you the position of “**Sr. ITES Executive- Projects**” in the company. Your initial place of posting is Bhubaneswar.

You will be on a probation period of 3 (three) months, which may be further extended at the absolute and sole discretion of the company.

Your annual cost to the Company will be **Rs. 2,45,376** (Rupees Two Lakhs Forty-five Thousand Three Hundred Seventy six only) and your Monthly Gross Salary will be **Rs. 18,061/-** (Rupees Eighteen Thousand Sixty-one only) “CTC Annexure” details out the compensation structure.

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving one (1) month’s notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

You are requested to join us on **22nd June 2023**. In the event you do not join us on the date mentioned or in the subsequent three (3) working days, this offer will automatically stand withdrawn.

Please carry the documents specified in the “Documents Annexure” on your date of joining. Confirmation of your employment is subject to verification of such documents.

You will retire on the attainment of the normal retirement age fixed by the company, which at present is sixty (60) years.

We welcome you to be part of the iMerit Technology Services Pvt. Ltd. team and look forward to your valued contribution to taking iMerit Technology Services Pvt. Ltd. to greater heights.

You are requested to return the duplicate copy of this letter as an indication of your acceptance to our offer.

Yours faithfully,

I confirm and accept the above



[Anupam Biswas]

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

Documents Annexure

.

Documents to be brought on the day of joining (Originals + Photocopies)

- All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- All past experience certificates, release letters/resignation letters.
- A photo id proof e.g. PAN card, voter's ID card etc.
- 2 Passport size photographs.

CTC Annexure		
Name of the Employee : Kamal Das		
Designation: Sr. ITES Executive-Projects		
Salary Components	Monthly	Annually
A. Emoluments		
Basic Pay	9,031	1,08,372
House Rent Allowance	2,258	27,096
Special Allowance	6,772	81,264
Sub Total – A	18,061	2,16,732
B. Deductions		
Provident Fund	1,800	21,600
ESIC Contribution	136	1,632
Professional Tax	125	1,500
Sub Total - B	2,061	24,732
C. Employer's Contribution		
Provident Fund	1,800	21,600
ESIC Contribution	587	7,044
Sub Total – C	2,387	28,644
Net Salary (A - B)	16,000	1,92,000
Total CTC(A+C)	20,448	2,45,376
* Annual Performance Incentive will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

Ref: - HRT 0280/23

Date: 19th June, 2023

To,

Koushik Bej
Guri, Paschim Medinipur,
West Bengal-721507

Offer of Employment

Dear Koushik,

Congratulations! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to offer you the position of “**Sr. ITES Executive- Projects**” in the company. Your initial place of posting is Bhubaneswar.

You will be on a probation period of 3 (three) months, which may be further extended at the absolute and sole discretion of the company.

Your annual cost to the Company will be **Rs. 2,45,376** (Rupees Two Lakhs Forty-five Thousand Three Hundred Seventy six only) and your Monthly Gross Salary will be **Rs 18,061/-** (Rupees Eighteen Thousand Sixty-one only) “CTC Annexure” details out the compensation structure.

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving one (1) month’s notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

You are requested to join us on **22nd June 2023**. In the event you do not join us on the date mentioned or in the subsequent three (3) working days, this offer will automatically stand withdrawn.

Please carry the documents specified in the “Documents Annexure” on your date of joining. Confirmation of your employment is subject to verification of such documents.

You will retire on the attainment of the normal retirement age fixed by the company, which at present is sixty (60) years.

We welcome you to be part of the iMerit Technology Services Pvt. Ltd. team and look forward to your valued contribution to taking iMerit Technology Services Pvt. Ltd. to greater heights.

You are requested to return the duplicate copy of this letter as an indication of your acceptance to our offer.

Yours faithfully,

I confirm and accept the above



[Anupam Biswas]

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

Documents Annexure

.

Documents to be brought on the day of joining (Originals + Photocopies)

- All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- All past experience certificates, release letters/resignation letters.
- A photo id proof e.g. PAN card, voter's ID card etc.
- 2 Passport size photographs.

CTC Annexure		
Name of the Employee : Koushik Bej		
Designation: Sr. ITES Executive-Projects		
Salary Components	Monthly	Annually
A. Emoluments		
Basic Pay	9,031	1,08,372
House Rent Allowance	2,258	27,096
Special Allowance	6,772	81,264
Sub Total – A	18,061	2,16,732
B. Deductions		
Provident Fund	1,800	21,600
ESIC Contribution	136	1,632
Professional Tax	125	1,500
Sub Total - B	2,061	24,732
C. Employer's Contribution		
Provident Fund	1,800	21,600
ESIC Contribution	587	7,044
Sub Total – C	2,387	28,644
Net Salary (A - B)	16,000	1,92,000
Total CTC(A+C)	20,448	2,45,376
* Annual Performance Incentive will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

MR. SUBHAJIT BERA

Chandanpur, Ramnagar
Purba Medinipur, West Bengal - 721446

Dated: 07th July ,2023

Sub: Offer of Employment for the Post of "Geospatial Trainee"

Dear Subhajit,

With reference to your application and interviews we are pleased to offer you Full time employment in Suhora Technologies Pvt. Ltd. as "**Geospatial Trainee**" with effect from **1 August 2023**.

As an employee of Suhora Technologies Pvt. Ltd you will be responsible for working with Remote Sensing data from various sources. Your primary reporting location will be B-319, Noida One, Building, Sector-62, Noida. Though you may have to report anywhere where Suhora Technologies works, if required. please refer to the Employment Terms available for Remuneration Break up. There will be Three Months' Probation Period.

This employment offer is conditional and subject to your satisfactory performance. This employment can be terminated either by you or by the company with a 30-day notice period. If you accept this offer, please sign this letter and hand over the duplicate copy. You'll also be needing to sign the NDA and Other Formal Documents during the Joining Process.

We congratulate you and look forward to your motivated efforts for the company.

With warm regards,

Krishanu Acharya

Director
Suhora Technologies Pvt. Ltd
E-Mail: krishanu@suhora.com

Terms of Employment:

1. **Designation:** Geospatial Trainee
2. **Remuneration** The incentive and compensation would comprise of the following components.

Gross Salary Sheet		
Name	Subhajit Bera	
Designation	Geospatial Trainee	

Salary Break-up	Monthly in INR	Annually in INR
Basic	12,500	1,50,000
HRA	6,250	75,000
Conveyance allowance	1,600	19,200
Medical allowance	1,250	15,000
Other allowance	1,900	22,800
Gross -A	23,500	2,82,000
Employer Contribution		
PF @ 12% on Basic	1,500	18,000
ESIC @3.25% on Gross	0	-
Sub Total -B	1,500	
(CTC)-C (A+B)	25,000	300000
Employee Deductions		
PF Contribution @ 12%	1,500	18,000
ESIC @0.75% on Gross	-	0
Sub Total -D	1,500	18,000
Net In Hand Salary -E (A-D)	22,000	2,82,000

3. **Probation Period:** Probation for a period of 3 months.
4. **Notice of Termination:** four (4) weeks' notice. Notice shall be given in writing and offsetting leave against notice is discretionary, subject to management approval.
5. **Working Hours:** Monday – Saturday (2nd & 4th Sat off), 10.00 am – 6.30 pm. However, your position may be required to work beyond your normal working hours, which is your responsibility, for which you may not be compensated.
6. **Confidentiality:** You will be under an ethical obligation to preserve the confidentiality of both clients' and the firm's business affairs and confidential information, both during your employment and after its termination.

You may during the course of your employment with the firm have access to or become acquainted with or entrusted with information of the firm or information of any client of the firm, which may be designated by the firm or by any client of the firm as confidential or would reasonably be regarded as a trade secret or generally, as confidential information (such information to be hereinafter referred to collectively as "the Confidential Information").

The Confidential Information may include (without limitation) any document or information marked as confidential and any other information which you may receive or develop or acquire during the course of your employment, which is not publicly available and relates to the business, operations, finances, affairs and other conditions of the firm or that of any

client of the firm, and other information not readily available to persons not connected with the firm either at all or without significant expenditure of labor, skill or money.

You shall both, during your employment with the firm and after the term of your employment with the firm, keep strictly confidential all Confidential Information and take reasonable steps to prevent its unauthorized disclosure to or use by any other person, firm, or corporation (other than any client lawfully entitled thereto). You shall also not use the Confidential Information except during employment and for the benefit of and for proper purposes authorized by the firm.

You shall not remove any items, documents, materials, or records (including computerized records) which belong to the firm or its associated firms or companies, to its clients, or which contains any Confidential Information, from any premises in the possession or control of the firm without proper authorization from the firm.

All items, documents, material, or records (including computerized records) of any trade secrets or Confidential Information which shall be received or developed or acquired by you during your employment with the firm or which is developed utilizing the resources of the firm shall be the property of the firm. Whenever required by the firm during your employment with the firm, or upon termination of your employment, you shall forthwith surrender the same to someone duly designated by the firm.

7. **Outside or Alternative employment:** The firm believes it is in your interest, as well as that of the firm, for you to devote your full energies to your career in the firm. If, therefore, you are contemplating undertaking any outside employment of directorship, you must first discuss your plan with the firm and obtain appropriate written permission before committing to any outside employment or directorship, or to any commitments that may conflict with your employment with the firm.
8. **Ownership Rights:** If you should develop or assist in the development of any computer software, methodologies, systems, processes, programs, documentation, material, working papers or any other items, during the course of employment or utilizing any resources of the firm, the ownership and all copyrights and any other intellectual property rights in the same, shall be vested in the firm and the firm will have the right to secure any registration of ownership and other protection for such rights in the name of the firm.

Both parties have agreed to the above terms and conditions and executed the agreement with the effected date as mentioned below.

For Suhora Technologies Pvt. Ltd

Director

Suhora Technologies Pvt. Ltd
E-Mail: krishanu@suhora.com

Subhajit Bera
E-Mail: Subhajitbera9083@gmail.com
Dated:

Ref: - HRT 0275/23

Date: 16th June, 2023

To,

Suman Karmakar

Shyampur, Alui, Paschim Medinipur,
West Bengal-721232

Offer of Employment

Dear Suman,

Congratulations! Welcome to iMerit Technology Services Pvt. Ltd!

Based on our discussions we are pleased to offer you the position of “**Sr. ITES Executive- Projects**” in the company. Your initial place of posting is Bhubaneswar.

You will be on a probation period of 3 (three) months, which may be further extended at the absolute and sole discretion of the company.

Your annual cost to the Company will be **Rs. 2,45,376** (Rupees Two Lakhs Forty-five Thousand Three Hundred Seventy six only) and your Monthly Gross Salary will be **Rs 18,061/-** (Rupees Eighteen Thousand Sixty-one only) “CTC Annexure” details out the compensation structure.

The company has the right to terminate your services without any cause, at the sole discretion of the company, after serving one (1) month’s notice. A similar notice will have to be given by you in case you wish to leave the services of the Company.

You are requested to join us on **19th June 2023**. In the event you do not join us on the date mentioned or in the subsequent three (3) working days, this offer will automatically stand withdrawn.

Please carry the documents specified in the “Documents Annexure” on your date of joining. Confirmation of your employment is subject to verification of such documents.

You will retire on the attainment of the normal retirement age fixed by the company, which at present is sixty (60) years.

We welcome you to be part of the iMerit Technology Services Pvt. Ltd. team and look forward to your valued contribution to taking iMerit Technology Services Pvt. Ltd. to greater heights.

You are requested to return the duplicate copy of this letter as an indication of your acceptance to our offer.

Yours faithfully,

I confirm and accept the above



[Anupam Biswas]

[Chief Delivery Officer]

for iMerit Technology Services Pvt. Ltd.

Documents Annexure

.

Documents to be brought on the day of joining (Originals + Photocopies)

- All mark sheets and certificates from Class X onwards till the highest degree including that of any professional certificate.
- All past experience certificates, release letters/resignation letters.
- A photo id proof e.g. PAN card, voter's ID card etc.
- 2 Passport size photographs.

CTC Annexure		
Name of the Employee : Suman Karmakar		
Designation: Sr. ITES Executive		
Salary Components	Monthly	Annually
A. Emoluments		
Basic Pay	9,031	1,08,372
House Rent Allowance	2,258	27,096
Special Allowance	6,772	81,264
Sub Total – A	18,061	2,16,732
B. Deductions		
Provident Fund	1,800	21,600
ESIC Contribution	136	1,632
Professional Tax	125	1,500
Sub Total - B	2,061	24,732
C. Employer's Contribution		
Provident Fund	1,800	21,600
ESIC Contribution	587	7,044
Sub Total – C	2,387	28,644
Net Salary (A - B)	16,000	1,92,000
Total CTC(A+C)	20,448	2,45,376
* Annual Performance Incentive will be paid based on performance. Evaluation of which is entirely at Company's Discretion		
** Every employee shall be entitled for Gratuity as per Payment of Gratuity Act,1972 on completion of Five(5) Continuous years of services.		

Date: 25th July'23

Offer Letter

Dear **Sayan**,

As per our discussion, whereby you expressed your interest in providing your services as a **RS Trainee (Trainee)**, on a contractual basis, in different Projects awarded to the Company, we are pleased to enter into a contract with you to perform certain specified scope of work for the company as more elaborately detailed below, on the following terms & conditions:

Terms and conditions:

1. This contract shall be valid for a period of **6 months (i.e. till 31st Jan'24)** beginning from **7th Aug'23** and can be extended further **based on the work requirement**.
2. During the validity of this contract, you will be paid contractual charges, calculated @ **Rs.18,000/- per month (Less TDS as applicable)**.
3. Your present place of work will be at **Gurgaon**, but during the course of the above assignment, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects/Offices or any other establishment in India or outside, at the sole discretion of the Management/Company.
4. During the validity of this agreement,
 - A) Contractor will be responsible for maintaining the assets of the Company in good condition and free from all encumbrances whatsoever and shall not remove for any use other than that in relation to carrying out your scope of work under this contract.
 - B) Contractor should not give out company information to anyone during the period of his/her service and even afterwards by word of mouth or otherwise, like particulars or details of Company development or other processes, technical know-how, administrative and/or organizational matter of confidential or secret nature.
 - C) Contractor should keep confidential all the information and material provided by the Company. The obligation to keep such information confidential shall survive even on termination or cancellation of the service. All documentation that may be confidential or sensitive, whether in hard or soft copies, must be maintained with due confidentiality.
 - D) You would provide us with data and other reports in such formats/ contents and in such times as may be desired by us;
 - E) You will follow all general guidelines/ regulations of working as formulated by the Company and as communicated to you.
 - F) You shall keep all information received in whatever form as strictly confidential and shall not disclose it to third parties without prior written consent of the disclosing party.
 - G) The information shall not be used by you for any purpose other than in connection with the purpose of this agreement.
 - H) You shall not enter into similar contract with any third party which may adversely affect the rights of the company during the tenure of this contract and also for Six months after the termination of the contract.
 - I) Contractor will be paid only if he/she continues for at least 01 Month and if leaves service in between no payments will be given.
 - J) Lepton will be requiring documents of Contractor (Resume, photo-ID proof copy, address proof copy, passport size photograph).

- K) Candidate shall be required to submit approved timesheet to HRD. (By project or hiring manager) on 30th of each month.
- L) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- M) You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge
5. You will be liable to serve 01-month notice period. Any shortfall of notice period will have to be made good by payment of equivalent contractual charges in lieu thereof. The day on which the notice is given is included in the period of notice.
6. This agreement is terminable by giving 1 month notice in writing to the other party or payment of equivalent compensation for the shortfall period of notice and on termination of the agreement, you will hand over all the belongings of the Company or to a person as may be designated by us;
7. Lepton Software may terminate you with an Immediate Effect for following reasons:
- Willful destruction of Lepton Software property or records.
 - Dishonesty, fraud, misappropriation of funds or theft relating to an employee's position.
 - Inattention to duties or deliberate loafing on the job.
 - Absences from work without permission or good cause.
 - Deliberate falsification of records or willful failure to report trades or commitments.
 - Disorderly conduct, misconduct on the part of the employee, or improper relations with other Lepton Software employees.
 - The spreading of false or malicious rumors about Lepton Software or its employees.
 - Activities that reflect adversely on Lepton Software's reputation and welfare.
 - If you absent yourself without duly granted leave or remain absent beyond the period of leave originally granted or subsequently extended in writing, you shall be considered as having voluntarily terminated your employment without giving any notice, unless you return to work within eight days of commencement of such absence and give a proper explanation to the satisfaction of the company.
8. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
9. **Working Hours/Shifts:**
- There will be Rotational shifts.
10. **Working Days:**
- 6 days - Monday To Saturday.
11. **Other Benefits/Entitlements:**
- Casual Leave: Monthly one leave will be allotted during contract period.

Please sign a copy of this letter as a token of acceptance of all the terms and conditions mentioned in this letter.

Yours faithfully,

For Lepton Software Export& Research Pvt. Ltd.



DGM – Human Resources

I have read and understand the terms and conditions of this letter and accept the same.

(Sayan Kumar Pahari)

Date of Joining: 7th Aug'23



HOD RSGIS <hod_rsgis@mail.vidyasagar.ac.in>

Fwd: Joining letter for employment

1 message

shouvik Dutta <dutta.shouvik2000@gmail.com>
To: hod_rsgis@mail.vidyasagar.ac.in

Tue, Aug 1, 2023 at 1:28 PM

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

From: **Sonal Singh** <hr@i2s.in>
Date: Fri, 7 Jul, 2023, 4:26 pm
Subject: Joining letter for employment
To: shouvik Dutta <dutta.shouvik2000@gmail.com>
Cc: Sudhanshu Kumar <sudhanshu@i2s.in>, <manish@i2s.in>, <neeraj@i2s.in>

JOINING LETTERDate: 7th June, 2023

To,

Shouvik Dutta

Subject: Joining Letter for Employment.-
Dear Shouvik,

With reference to your application and the subsequent interviews you had with us, we are pleased to inform you that you have been offered a position of a **GIS Engineer** in **INTENT TO SOLUTION PVT. LTD.** We are delighted to welcome you to our company and congratulate you on your successful selection for the position of GIS Engineer.

We wish to offer you a **monthly remuneration of INR 13,000/-**

You will be on probation for a period of six months. Unless you are confirmed in writing, you will continue to be on probation. During probation period you are not eligible to get bonus and the tenure of probation period either side can terminate the service by giving one month Notice. You will continue to govern by the current HR policies of the company as communicated to you and as modified by the company from time to time.

You will be posted at our Jamshedpur Office, but your services are transferable to any of our other branches at Jamshedpur, Jharkhand/other states.

You will be required to submit the copies of your documents relating to educational qualification starting from class 10th to the highest qualification as stated in your resume, Proof of address, date of birth, salary slips, relieving letter from the previous employer and experience certificates (if any) the company reserves the right to terminate the services without any notice, if found any material deviations being discovered between the information provided by you in your application for the employment/resume and the above mentioned documents. The company reserves the right to demand original documents for validating the copies, as mentioned above.

In case the above offer is acceptable to you, Please communicate your acceptance of this appointment by written mail of this letter.

We look forward to your joining on 8th july. 2023.

Once again, congratulations on your appointment and we look forward to a long and successful professional relationship with you. We are excited to have you join our team and contribute to our collective growth.

Thank you.

--

With Regards,
Sonal Singh
Asst. Manager-HR
Intent To Solution Pvt. Ltd.
M:+91-7209383718
www.i2s.in

