



Sadhu Vaswani Institute of Management Studies for Girls

Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
ISO 9001:2015 Management Institute

List of Placed Students [MBA - 2016 Pattern] Academic Year: 2018-2019

Students Placed	26
Students who have Become Entrepreneurs	1
No of Students Progressing to Higher Education	0
Total	27

Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
1	Ms Desai Namrata Nandkumar	Northern Operating Services Pvt. Ltd Tech Park ONE, Tower D OF, 1ST TO 4TH Floor+C8:C24, Survey NO 191 Hissa, Pune, Maharashtra 411006 Ph. No 020-48538200 FAX-020-48538210	420090
2	Ms Thigale Nandini Rajaram	TEC Aar Exim (P). Ltd Plot No 38, W.M.D.C Kharabwadi Ambethan Road ChakanTal-Khed Dist-Pune Pune-410501 020-2652206	144000
3	Ms Sharma Shivani Santosh	Huntsman And Baron Arjun Building Ist Floor Koregaon Park 411001, Ph. No 020 260541231	156000



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
4	Ms Wadekar Shivali Vijay	H R & Bloc Third Floor Anand Nagar,Sakore Nagar,Viman Nagar Pune 411015 M 7947412082	127932
5	Ms Walunj Gayatri Santosh	H R & Bloc Third Floor Anand Nagar,Sakore Nagar,Viman Nagar Pune 411015 M 7947412082	180000
6	Ms Sandbhor Pooja Shankar	The Muthoot Group, M. G. George Muthoot Towers, Alaknanda New Delhi - 110019 Tel: +91-11-4669 7777 M 919289253378	135000
7	Ms Borhade Kajal Sunil	Kotak Mahindra Bank 6-Jyoti Mohan Deshmukh Towers Ideal Colony, Paud Road Pune 411029, Ph. No 022-66056825	250000
8	Ms Bhalgat Aishwarya Satish	Vtest Software Pvt. Ltd Vtest Software Pvt. Ltd. 602 Platinum Square, Next To Hyatt, Viman Nagar, Pune 411014, India www.vtestcorp.Com Hr@Vtestcorp.Com	120000
9	Ms Advani Neha Rajkumar	Northern Operating Services Pvt. Ltd Tower A,13thto 16th Floor Eon Free Zone-II, Eon Kharadi Infrastructure Pvt Ltd-Sez Survey No 72/2/1, Kharadi,Pune 411014 Ph. No 02048538200, FAX-020-48538210	476000
10	Ms Gadre Priyanka Sanjay	Tirupati Enterprise Sr.No.97 Vishal Colony ,Dhere Bunglow,Majari Road Majari Bk Pune 412307 M 9881729191	156000



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
11	Ms Medora Shirin Mohannad Khanfar	Seniority HCAH Senior Care Private Limited C-42, R/S C Block Road, NDSE-II, Near Mehra Sons, New Delhi-110049, M 87502 39239	300000
12	Ms Shaikh Mariyam Rehan	Arihant College Of Commerce & Arts, Near Poolgate Bus Stand Camp Pune 411001 Ph. No 02067240900	300000
13	Ms Magar Prajakta Nandkumar	Huntsman And Baron Arjun Building Ist Floor Koregaon Park 411001, Ph. No 020 260541231	156000
14	Ms Ghute Shraddha Narayan	Syska Led Lights Pvt. Ltd. Shop No 2, Florence Building, opp Hdfe Bank, Konark Nagar, Clover Park, Pune 411014 · ~11.5 km Ph. No 020-49103010	144000
15	Ms Shinde Pooja Abhimanyu	Divine Coworking Space Divine Coworking Space Plot No.26 Cosmos Gardens,Next To The Lurning Curve Near Union Bank, Suyash Shroff Mall,Baner Road Baner M 9067675558	144000
16	Ms Jagdale Tejasvi Ravindra	Allegis Services (India) Pvt. Ltd Allegis Services (India) Private Limited Commerce @ Mantri, Level 3, #12/1, N S Palya, Bannerghatta Road, Bangalore – 560076, Ph. No +91-08-3070 5002 FAX: +91-08-4124 4620	292788
17	Ms More Manisha Dinesh	Eclerx S. No. 14, Jay Jawan Nagar, Room No. 264, Yerwada, Pune., 411006 Ph. No 020-40277990	217440



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
18	Ms Sharma Prachi Sunil Kumar	Northern Operating Services Pvt. Ltd Tech Park ONE, Tower D OF, 1ST TO 4TH Floor, Survey NO 191 Hissa, Pune, Maharashtra 411006 Ph. No 020-48538200, FAX-020-48538210	420090
19	Ms Bhati Divya Hanvant Singh	Deepshell Management Pvt. Ltd. 9&9a 6th Floor, City Vista, Down Town Near Wtc Kharadi Pune M 7719077085	250000
20	Ms Kumari Shalini Shri Rajeev Kumar	Brij Hr Solutions Pvt. Ltd B229 Akshay Complex Dhole Patil Road, Pune Ph. No 020-48603232	168000
21	Ms Dahiya Nikita Jagbir Singh	Xponential Data and Business Services Private Ltd World Trade Center, Unit No 312, 3rd Floor, Tower 2 Kharadi Pune - 411014 Ph. 7276022673	278976
22	Ms Kamble Neelam Sanjay	Northern Operating Services Pvt. Ltd Tech Park ONE, Tower D OF, 1ST TO 4TH Floor, Survey NO 191 Hissa, Pune, Maharashtra 411006 Ph. 020-48538200, FAX-020-48538210	239000
23	Ms Choudhary Jyoti Ramdulare	State Street Syntel Services Block S-5, Plot No B-1 Midc Software Technology Park Talawade Tal: Haveli Pune 411062, Ph. 020-30615000	185000
24	Ms Panjwani Neha Hargobind	Accelya Kale Solutions Limited Acceya Enclave, 685/2b & 2c, 1st Floor Sharada Arcade, Satara Road Pune Ph. 022-67808888	225338



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
25	Ms Rakhi Shendge Balasaheb	Abhishek Engine Valves & Components Pvt Ltd 68/E-1,B.U.Bhandari,Skyline Dattanagr Pune Alandi Road Dighi Pune 411015 Ph. 020-27157400	420000
26	Ms Bangaria Akshada Lallu	Podrones Logistics Pvt. Ltd. 8 Kondhwa Road, Pune, Maharashtra 411048 · M 093732 48783	216000

List of Students who have Become Entrepreneurs

1	Ms Navale Manisha Nitin	Dealer HBN Networks Office No 1, Surbhi Complex, Airport Road Vishranthwadi Pune 411015
---	-------------------------	---

List of Students Progressing to Higher Education

Year	Name of Student who Enrolled for Higher Education	Name of Institution Joined	Name of Program Admitted to
NIL			

Bnanwani

Dr. B H Nanwani

Director

DIRECTOR

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001



2018-2019
Appointment Letters/Offer Letters of
Students
Placed/Self Employed

Regd. Off:
 Northern Operating Services Pvt. Ltd.
 2nd Floor, RMZ Ecospace, Campus 1C,
 Sangapur Outer Ring Road
 Bangalore - 560 103,
 Karnataka, India.
 Main - +91 (80) 40178500, Fax - +91 (80) 40178510
 CIN - U72300KA2005PTC048089.

SEZ Unit:
 Northern Operating Services Pvt. Ltd.
 Tower A, 13th to 16th Floor,
 EON Free Zone-II,
 EON Kharadi Infrastructure Pvt. Ltd. - SEZ,
 Survey No. 72/2/1, Kharadi, Pune - 411 014,
 Maharashtra, India.
 Main - +91 (20) 48538200, Fax - +91 (20) 48538210



21 Feb 2019
Namrata Nandkumar Desai
Flat No 9 Shrushti Plaza Parande Nagar
Dhanori
Pune 411015

Dear Namrata Nandkumar Desai

We are delighted to offer you employment with Northern Operating Services Private Limited as Analyst in our Alternative Assets Department within the Corporate and Institutional Services (C&I) Your official title at Northern will be Non-Officer.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Pvt Limited, Tower A, 14th,15th and 16th Floor, EON Free Zone-2, EON Kharadi Infrastructure Pvt. Ltd.- SEZ, S. No. 72/2/1, Kharadi, Pune, 411-014 ("Northern")

And
 Namrata Nandkumar Desai of Flat No 9 Shrushti Plaza Parande Nagar Dhanori Pune 411015

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

1. Conditions

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) your agreement to and acceptance (both in writing and electronically where requested) of the attached confidentiality agreement "Confidentiality Agreement";
- (c) should Northern request it, a medical assessment and report satisfactory to Northern;
- (d) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (e) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;
- (f) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;

NTAC:3NS-20

Scanned by CamScanner



- (g) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (h) you having declared any action taken against you by a regulatory or professional body;
- (i) you having lawful authority to work in India and producing satisfactory evidence to this effect (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);
- (j) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (k) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.

This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

2. Commencement Date

You, Namrata Nandkumar Desai are employed by Northern as Analyst in our Alternative Assets Department with effect from **11 Mar 2019** You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

On your first day of employment with Northern you should report to Reception at 8.30 a.m. at:

Pune
Northern Operating Services Pvt Limited, Tower A, 14th,15th and 16th Floor, EON Free Zone-2,
EON Kharadi Infrastructure Pvt. Ltd.- SEZ, S. No. 72/2/1, Kharadi, Pune, 411-014

NTAC:3NS-20

2

Scanned by CamScanner



4. I understand and acknowledge that if I transfer positions or locations between or among substantially similar Northern Trust Corporation subsidiaries or affiliates, I may be required to sign another, Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns. This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Signed: *Namrata Desai*
 Name: *Namrata Desai*
 Date: *11 Mar 2019*
 Place: *Pune*

NTAC:3NS-20

22

Scanned by CamScanner

Salary Calculator for General Hiring (Excluding OCI / PIO)																																																												
Please Insert / Select Value in Yellow highlighted in YELLOW Only.																																																												
Name of the Candidate	Shivani Sharma																																																											
Designation	HR Officer																																																											
Annual Title	Non-Officer																																																											
Age	28																																																											
Basic Pay (Offical / Annual)	240,000																																																											
Grade Pay (Offical)	100																																																											
Manager Category	Individual Executive																																																											
Shift Timing	8:00 AM - 6:00 PM																																																											
<table border="1"> <thead> <tr> <th rowspan="2">Salary Component</th> <th colspan="2">Proposed CTC</th> <th colspan="2">Current CTC</th> </tr> <tr> <th>Offered Annual Salary</th> <th>Offered Monthly Salary</th> <th>Current Annual Salary</th> <th>Current Monthly Salary</th> </tr> </thead> <tbody> <tr> <td>Basic Pay</td> <td>240,000</td> <td>20,000</td> <td>240,000</td> <td>20,000</td> </tr> <tr> <td>Grade Pay</td> <td>100</td> <td>8,333</td> <td>100</td> <td>8,333</td> </tr> <tr> <td>Dearness Allowance</td> <td>10,000</td> <td>8,333</td> <td>10,000</td> <td>8,333</td> </tr> <tr> <td>Special Allowance</td> <td>20,000</td> <td>16,667</td> <td>20,000</td> <td>16,667</td> </tr> <tr> <td>House Rent</td> <td>1,000</td> <td>83</td> <td>1,000</td> <td>83</td> </tr> <tr> <td>Medical Allowance</td> <td>10,000</td> <td>8,333</td> <td>10,000</td> <td>8,333</td> </tr> <tr> <td>Conveyance Allowance</td> <td>10,000</td> <td>8,333</td> <td>10,000</td> <td>8,333</td> </tr> <tr> <td>Performance Incentive</td> <td>10,000</td> <td>8,333</td> <td>10,000</td> <td>8,333</td> </tr> <tr> <td>Other Allowances</td> <td>10,000</td> <td>8,333</td> <td>10,000</td> <td>8,333</td> </tr> <tr> <td>Total CTC</td> <td>311,000</td> <td>25,917</td> <td>311,000</td> <td>25,917</td> </tr> </tbody> </table>		Salary Component	Proposed CTC		Current CTC		Offered Annual Salary	Offered Monthly Salary	Current Annual Salary	Current Monthly Salary	Basic Pay	240,000	20,000	240,000	20,000	Grade Pay	100	8,333	100	8,333	Dearness Allowance	10,000	8,333	10,000	8,333	Special Allowance	20,000	16,667	20,000	16,667	House Rent	1,000	83	1,000	83	Medical Allowance	10,000	8,333	10,000	8,333	Conveyance Allowance	10,000	8,333	10,000	8,333	Performance Incentive	10,000	8,333	10,000	8,333	Other Allowances	10,000	8,333	10,000	8,333	Total CTC	311,000	25,917	311,000	25,917
Salary Component	Proposed CTC		Current CTC																																																									
	Offered Annual Salary	Offered Monthly Salary	Current Annual Salary	Current Monthly Salary																																																								
Basic Pay	240,000	20,000	240,000	20,000																																																								
Grade Pay	100	8,333	100	8,333																																																								
Dearness Allowance	10,000	8,333	10,000	8,333																																																								
Special Allowance	20,000	16,667	20,000	16,667																																																								
House Rent	1,000	83	1,000	83																																																								
Medical Allowance	10,000	8,333	10,000	8,333																																																								
Conveyance Allowance	10,000	8,333	10,000	8,333																																																								
Performance Incentive	10,000	8,333	10,000	8,333																																																								
Other Allowances	10,000	8,333	10,000	8,333																																																								
Total CTC	311,000	25,917	311,000	25,917																																																								
<p>Notes:</p> <ul style="list-style-type: none"> Basic Pay: Based on the last drawn pay of the candidate. Grade Pay: As per the company's grading system. Dearness Allowance: As per the government's dearness allowance table. Special Allowance: As per the company's special allowance policy. House Rent: As per the company's house rent policy. Medical Allowance: As per the company's medical allowance policy. Conveyance Allowance: As per the company's conveyance allowance policy. Performance Incentive: As per the company's performance incentive policy. Other Allowances: As per the company's other allowances policy. 																																																												

paai PEE AAR EXIM (P) LIMITED
 Plot No. 38, W. M. D. C., Kharabwadi, Ambethan Road,
 Chakan, Tal. Khed, Dist. Pune-410501, Maharashtra (INDIA)
 Tel / Fax : +91-2135-253208 E-mail : hr@peearexim.in

APPOINTMENT LETTER

Date 10/06/2019

PAEL/HR/19-20/002
 To,
 Miss.Nandini Rajaram Thigale
 A/p Rajgurunagar, Ta,Khed Dist-pune

Dear Nandini,
 With reference to your application and the recent interview you had with us, we have pleasure in offering you appointment w.e.f 10/06/2019 as HR-Assistant in our organization on following terms and condition.

- Initially you will be on probation for a period of One Year. Depending upon your Performance during probation, management may either confirm your services, or reason, notice or salary in lieu of notice.
- You will be paid remuneration of Rs. 12000/- P.M. (CTC) , the detailed break salary is shown in enclosed Annexure 'A'.
- You will be an act within the framework of Organizational structure and the Management policies which are laid down from time to time.
- You will whole time employee and are not to undertake any other business, work or public office on payment or otherwise except with the written permission of the Management.
- Your continuance in service of the Management is subject to your remaining physically and mentally fit. As and when required by the Management, you will submit yourself to medical examination report by a physician of the choice of the Management.

Page 1 of 3

Regd. Office : 11, Vigyan Vihar, Delhi-110092, (INDIA)
 Corp. Office : B-42, Sector - 63, Noida - 201301 (U. P.) INDIA
 Website : www.paaipl.com

Date : - 20/05/2019
 Name : - Shivani Sharma
 Mobile no : - 8007702252

Sub: Offer cum appointment letter

Dear Shivani Sharma,

We are pleased to offer you an employment with Huntsmen and Barons as **Management Trainee**. You would operate from our **Pune** location with the following terms and conditions given below.

During your employment, the company reserves the right to change the location as per the requirement you may also be required to operate out of client's location as per the need of the assignment.

The terms and conditions are as follows:

- Salary:**
 The gross salary will be **Rs. 13,000 PM**. The offer is valid on a condition that you shall be joining on 20th May 2019.
- Probation and Confirmation of employment:**
 You will be on probation with the company for the period of 6 months. Your employment will be confirmed post your performance evaluation after 6 months and your salary would be revised to a gross amount of **Rs. 15,000/-**
- Notice period & Termination:**
 During probation period, the employment can be terminated by either party by giving 15 days notice. Post confirmation, your employment is subject to termination by either party by giving 15 days notice or 15 days salary in lieu of notice period. Notwithstanding anything contained herein, if you have been assigned to any client project during your probation, the notice period will be for a period of 15 days. The company shall have the right of immediate termination of your services without giving you 15 days notice period or 15 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a court of law or penal proceedings are initiated or pending against you before any court of law i) for offence(s) involving moral turpitude and /or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the company considers that the same may be prejudicial to the interest of it and its reputation thereof.
- Confidentiality:**
 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, client details and pricing structures.

H&B HR SOLUTIONS PVT LTD.
 Adun Building, 1st Floor, 5 Koregaon Park, Pune 411001

Huntsmen & Barons

Leave:
 In H&B, You are eligible for 21days paid leaves in a year, prorated on a monthly basis& 10 holidays in a year which is published at the beginning of the year.

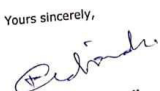
Incentive:
 Incentives will be credited on quarterly basis, which would be based on performance based plan and would be decided as per the percentage of billing amount. For further details, please refer to company's handbook.

The incentive is paid at the rate of following for all successful closure
 a. Recruiter - 4%
 b. Account manager - 2%
 c. Business Manager - 1.5%
 The Payment is made once in a quarter and is made only post successful collection

During the period of your assignment with us, you shall be governed by the terms and conditions mentioned in this letter and other code of conduct and instructions issued from time to time. At no point of time this will give you any right to claim employment with the client organization to which you are deputed. Please also note that you will not seek any employment or assignment with the client you are delivering to without taking management approval.

Your acceptance of this offer carries with it your agreement to obey and honour all such terms, conditions and other orders and instructions issued by the company.

We look forward to your joining Huntsmen & Barons, and are sure that you will find this to be a significant career move. Your signature on this document will serve your acceptance to the terms and conditions contained herein.

Yours sincerely,

Jetendra Chaturvedi
 Managing Partner

EMPLOYMENT AGREEMENT

H&R Block (India) Private Limited, a company registered under The Companies Act, 1956 and having its registered office at 3rd Floor, Anand Square, Survey No 232, H.No 1+2, Sakore Nagar, Viman Nagar, Pune 411014 (hereinafter referred to as "**Company**", which term shall unless repugnant to the context thereof mean and include its successors and assigns) of the ONE PART.

AND
Shivali Wadekar an adult Indian, d/s/o _____ residing at (hereinafter referred to as "**Employee**", which term shall unless repugnant to the context thereof mean and include his/ her legal heirs, nominees and permitted assigns) of the OTHER PART.

The Company and the Employee are also sometimes collectively referred to as "the Parties" and individually as "the Party".

Whereas:

- A. The Company is, inter - alia, engaged in the business of providing Direct and Indirect tax related services to the individual and small and medium enterprise and large corporates in India;
- B. The Employee is a qualified candidate and is desirous of rendering tax related services as directed by the Company and the Company based has agreed to appoint the Employee in accordance with the terms and subject to conditions contained in this Agreement.

NOW THEREFORE, in consideration of mutual promise and covenants set forth in this agreement and for other good and valuable consideration, the Parties agree as following:

1. Start Date

Your employment with the Company shall commence with effect from **10th June 2019**. ("**Date of Joining**") or such earlier date as agreed between you and the Company.

2. Job Title

You are being engaged as **Jr. Executive at Pune** and will be expected to carry out duties appropriate to this appointment. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, inside or outside India, temporarily or permanently.

3. Pre- Employment Conditions

Your employment is subject and conditional upon:

- (a) A pre-employment screening check, including the receipt of references satisfactory to the Company.
- (b) Verification to the satisfaction of the Company of the information that has been provided to the Company during application/ employment process.

Whilst every effort will be made to complete the recruitment procedure before the commencement of this Agreement, this may not be possible and the Company may terminate your employment / services immediately without notice if either your references or other recruitment procedures are not completed to our satisfaction.

4. Responsibilities & Duties

Your work in the Company will be subject to the rules and regulations of the Company as laid down in relation to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your position and conduct yourself accordingly. Specific duties included as part of this role are outlined in the attached role profile, although this is not an exhaustive list of your duties. The Company will have the right to require you to undertake additional duties and /or transfer you to other duties compatible to your skills and experience .

5. Remuneration

Your Cost To Company will be Rupees **Ten Thousand Six Hundred and Sixty one Only (10,661/-)** described in Annexure – I attached hereto. Your CTC will be subject to deduction of applicable taxes at the prevailing rates and subject to deductions towards contribution of any statutory benefits. Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence.

In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Cost to Company, to ensure that the payments are made in compliance with such statutes.

6. Place of Work & Transfer

You will initially perform your duties principally at Company's office at Pune. The Company will have the right to transfer you to any other work location within India. You may be required to travel during your duties.

7. Working Hours

You will be required to work for minimum 8 (eight) hours effective a day (excluding interval for rest). Minimum 48 (forty-eight) hours per week is expected from you. Normal working days are Monday to Saturday. Company observes Sunday as a weekly off.

You agree to work at timings that overlap with the Company's client office timings in India or overseas.

8. Leave

- (a) Leaves will be applicable only after completion of 3 months of continuous service. Till then no leave shall be applicable and salary will be processed based on number of days worked.

9. Holiday

During this period you will be eligible for paid holidays as per Company rules.

10. Intellectual Property Rights

You as an employee, agree to assign to the Company's client or their contracting partners as the case may be, the entire worldwide right, title and interest in any and all Company's client Innovations, intellectual property rights and all associated records. Company's client innovations, includes but not limited to, processes, machines, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression (whether or not protectable under copyright laws), moral rights, trademarks, trade names, trade secrets, know-how, ideas (whether or not protectable under trade secret laws), and all other subject matter protectable under patent, copyright, moral right, trademark, trade secret or other laws, and includes without limitation all new or useful art, combinations, discoveries, formulae, manufacturing techniques, technical developments, discoveries, artwork, software and designs. Company's client innovation are innovations that employee, solely or jointly with others, conceives, reduces to practice, creates, derives, develops or makes within the scope of employee's work for the organization.

During your employment or thereafter, you shall perform any acts and execute such documents without expense to you which in the judgment of the Company's client or its attorneys may be useful or desirable to secure to the Company's client the best patent protection and all the rights to such invention, discovery or improvement.

11. Confidentiality

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.

You will maintain secrecy and will not disclose to third persons any trade secrets or information relating or belonging to the Company or any of its subsidiaries or associated companies including but not limited to information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and sales information, business plans or dealings, associates or officers, financial information or plans, designs, formulae, product lines, research activities, any document marked "confidential" or any information which has been advised as "confidential" or which the Company reasonably regards as "confidential" or any information which has been given to the Company or any of its subsidiaries or associated companies in confidence

by customers, suppliers or other persons (hereinafter referred to as "**Confidential Information**"). You will take all appropriate measures necessary to keep such Confidential Information from being disclosed to, or received by third parties.

Such Confidential Information shall, at all times, remain the property of the Company.

12. Term of Employment Agreement

Your employment with the Company is valid from 10th June 2019 to 31st December 2019 and shall automatically terminate on the end of the term.

13. Termination Notice

Company or Employee can terminate this agreement by giving 60 days written notice or salary in lieu of notice. Your appointment will be for a period of Three months only from the date of your joining, subject to you remaining medically, physically and mentally fit, and it will automatically come to an end on or before 31st December 2019 without any notice. During your personal interview it was specifically clarified to you that after the completion of Six months, the Company does not guarantee you any regular employment either in its permanent or other cadres.

The Company reserves the right to terminate your services for fraud, theft or withholding of any information in the Personal Information Form / any other joining form or to any other form of misconduct / disciplinary ground, without notice or payment in lieu of notice.

In case of absence for a continuous period of 10 (ten) days, you would lose lien on the post and your appointment shall automatically come to an end without any notice and the Company shall not be liable to payment in lieu of notice.

In case of rejection during or end of the training program your appointment shall immediately come to an end without any notice and the Company shall not be liable to payment in lieu of notice.

On termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies including execution of a Separation and Release Agreement to enable the Company to process your full and final settlement.

14. After Termination

On termination of this agreement, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc. belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company.

You agree that at all times after the termination date, directly or indirectly not to:

H&R BLOCK
YOUR TAX EXPERT

- (a) Use Confidential Information for your own purposes or those of any other person, company, business entity or any other organization whatsoever; or
- (b) Disclose Confidential Information to any person, company, business entity or any other organization whatsoever.

15. Covenants

- (a) You agree that you will not either on your own account or on behalf of any other person, company, business entity or any other organization whatsoever:
- i. Contact any person employed by the Company for the purpose of enticing such associate to accept alternative employment or influencing such associate to resign from the Company;
- ii. Contact with any party that was a client of the Company for the purposes of providing any such client with products or services, which the Company considers is in direct competition to the business of the Company.
- (b) You undertake that you shall use your best endeavors to ensure that any contact that you have with any associates, customers, clients, dealers or suppliers of the Company (past, present or future) will not have any adverse effect on the business or business environment of the Company or in any way damage the business reputation of the Company.

16. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your salary or any other payment due by the Company to you in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

17. Others

- a) You will keep us informed of any change in your residential address, civil or marital status and such other matters. If the change in correspondence / residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.
- b) In the event of any Central or State laws coming into force at any time effecting any aspect of your terms and conditions of service, it is hereby expressly agreed that no double benefits shall accrue to you.

H&R BLOCK
YOUR TAX EXPERT

- c) You will not undertake employment, whether full-time or part time, as the Director/Partner/Member/Employee of any other organization /entity engaged in any form of business activity without the consent of the Company.
- d) You will be true and faithful to the Company, in all accounts, dealing and transactions, relating to business of the Company and shall at all times, when required, render a true and just account thereof.

IN WITNESS WHEREOF, the parties have caused this Employee Agreement to be executed by their duly authorized representative as of the day and year set forth above.

For H&R Block India Private Limited

Name: Kaustav Mitra
Title: Manager - Human Resource
Address: 3rd Floor, Anand Square, Sakore Nagar,
Viman Nagar, Pune-411014

ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that the Employment Agreement contains the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____

Signature: _____

Place: _____

Date: _____

H&R BLOCK
YOUR TAX EXPERT

Annexure - Salary Break Up

CTC	10,661
Basic	9693
HRA	484
Bonus	0
Food allowance	0
Conveyance allowance	0
Mobile allowance	0
Medical Allowance	0
Leave Travel Allowance	0
Position allowance	0
Gross Salary	10177
ESIC Employer	484
ESIC Employee	179
PF - Employer	0
PF Employee	0
PT	0
Total Deduction	179
Net Pay in Bank	9,998

Other Conditions:

- Provident Fund shall be deducted as per the statutory requirements.
- Employees State Insurance Fund shall be deducted as per statutory requirements.
- The salary mentioned above is subject to deduction of tax as may be applicable from time to time.
- The Company may deduct reasonable amounts due against the employee from the salary payable to the employee.

H&R BLOCK
YOUR TAX EXPERT

EMPLOYMENT AGREEMENT

H&R Block (India) Private Limited, a company registered under The Companies Act, 1956 and having its registered office at 3rd Floor, Anand Square, Survey No 232, H.No 1+2, Sakore Nagar, Viman Nagar, Pune 411014 (hereinafter referred to as "**Company**"), which term shall unless repugnant to the context thereof mean and include its successors and assigns) of the ONE PART.

AND

Gayatri Walunj an adult Indian, d/s/o _____ residing at (hereinafter referred to as "**Employee**"), which term shall unless repugnant to the context thereof mean and include his/ her legal heirs, nominees and permitted assigns) of the OTHER PART.

The Company and the Employee are also sometimes collectively referred to as "the Parties" and individually as "the Party".

Whereas:

- The Company is, inter - alia, engaged in the business of providing Direct and Indirect tax related services to the individual and small and medium enterprise and large corporates in India;
- The Employee is a qualified candidate and is desirous of rendering tax related services as directed by the Company and the Company based has agreed to appoint the Employee in accordance with the terms and subject to conditions contained in this Agreement.

NOW THEREFORE, in consideration of mutual promise and covenants set forth in this agreement and for other good and valuable consideration, the Parties agree as following:

1. Start Date

Your employment with the Company shall commence with effect from **09th January 2019**. ("**Date of Joining**") or such earlier date as agreed between you and the Company.

2. Job Title

You are being engaged as **Jr. Executive HR at Pune** and will be expected to carry out duties appropriate to this appointment. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, inside or outside India, temporarily or permanently.

3. Pre- Employment Conditions

Your employment is subject and conditional upon:

H&R BLOCK
YOUR TAX EXPERT

- (a) A pre-employment screening check, including the receipt of references satisfactory to the Company.
- (b) Verification to the satisfaction of the Company of the information that has been provided to the Company during application/ employment process.

Whilst every effort will be made to complete the recruitment procedure before the commencement of this Agreement, this may not be possible and the Company may terminate your employment / services immediately without notice if either your references or other recruitment procedures are not completed to our satisfaction.

4. Responsibilities & Duties

Your work in the Company will be subject to the rules and regulations of the Company as laid down in relation to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your position and conduct yourself accordingly. Specific duties included as part of this role are outlined in the attached role profile, although this is not an exhaustive list of your duties. The Company will have the right to require you to undertake additional duties and /or transfer you to other duties compatible to your skills and experience

5. Remuneration

Your Cost To Company will be Rupees **Fifteen Thousand Only (15,000/-)** described in Annexure – 1 attached hereto. Your CTC will be subject to deduction of applicable taxes at the prevailing rates and subject to deductions towards contribution of any statutory benefits. Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence.

In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Cost to Company, to ensure that the payments are made in compliance with such statutes.

6. Place of Work & Transfer

You will initially perform your duties principally at Company's office at Pune. The Company will have the right to transfer you to any other work location within India. You may be required to travel during your duties.

7. Working Hours

You will be required to work for minimum 8 (eight) hours effective a day (excluding interval for rest). Minimum 48 (forty-eight) hours per week is expected from you. Normal working days are Monday to Saturday. Company observes Sunday as a weekly off.

3rd Floor, Anand Square, Survey No. 232, H. No. 1+2, Sakore Nagar, Viman Nagar, Pune- 411014

H&R BLOCK
YOUR TAX EXPERT

You agree to work at timings that overlap with the Company's client office timings in India or overseas.

8. Leave

- (a) Leaves will be applicable only after completion of 3 months of continuous service. Till then no leave shall be shall be applicable and salary will be processed based on number of days worked.

9. Holiday

During this period you will be eligible for paid holidays as per Company rules.

10. Intellectual Property Rights

You as an employee, agree to assign to the Company's client or their contracting partners as the case may be, the entire worldwide right, title and interest in any and all Company's client Innovations, intellectual property rights and all associated records. Company's client innovations, includes but not limited to, processes, machines, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression (whether or not protectable under copyright laws), moral rights, trademarks, trade names, trade secrets, know-how, ideas (whether or not protectable under trade secret laws), and all other subject matter protectable under patent, copyright, moral right, trademark, trade secret or other laws, and includes without limitation all new or useful art, combinations, discoveries, formulae, manufacturing techniques, technical developments, discoveries, artwork, software and designs. Company's client innovation are innovations that employee, solely or jointly with others, conceives, reduces to practice, creates, derives, develops or makes within the scope of employee's work for the organization.

During your employment or thereafter, you shall perform any acts and execute such documents without expense to you which in the judgment of the Company's client or its attorneys may be useful or desirable to secure to the Company's client the best patent protection and all the rights to such invention, discovery or improvement.

11. Confidentiality

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.

You will maintain secrecy and will not disclose to third persons any trade secrets or information relating or belonging to the Company or any of its subsidiaries or associated companies including but not limited to information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and sales information, business plans or dealings, associates or officers, financial information or plans, designs, formulae, product lines, research activities, any document marked "confidential" or any information which has been advised as "confidential" or which the Company reasonably regards as "confidential" or any information which has been given to the Company or any of its subsidiaries or associated companies in confidence

3rd Floor, Anand Square, Survey No. 232, H. No. 1+2, Sakore Nagar, Viman Nagar, Pune- 411014

H&R BLOCK
YOUR TAX EXPERT

by customers, suppliers or other persons (hereinafter referred to as "**Confidential Information**"). You will take all appropriate measures necessary to keep such Confidential Information from being disclosed to, or received by third parties.

Such Confidential Information shall, at all times, remain the property of the Company.

12. Term of Employment Agreement

Your employment with the Company is valid from 09th January 2019 to 19th July 2019 and shall automatically terminate on the end of the term.

13. Termination Notice

Company or Employee can terminate this agreement by giving 30 days written notice or salary in lieu of notice. Your appointment will be for a period of Three months only from the date of your joining, subject to you remaining medically, physically and mentally fit, and it will automatically come to an end on or before 19th July 2019 without any notice. During your personal interview it was specifically clarified to you that after the completion of Six months, the Company does not guarantee you any regular employment either in its permanent or other cadres.

The Company reserves the right to terminate your services for fraud, theft or withholding of any information in the Personal Information Form / any other joining form or to any other form of misconduct / disciplinary ground, without notice or payment in lieu of notice.

In case of absence for a continuous period of 10 (ten) days, you would lose lien on the post and your appointment shall automatically come to an end without any notice and the Company shall not be liable to payment in lieu of notice.

In case of rejection during or end of the training program your appointment shall immediately come to an end without any notice and the Company shall not be liable to payment in lieu of notice.

On termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies including execution of a Separation and Release Agreement to enable the Company to process your full and final settlement.

14. After Termination

On termination of this agreement, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc. belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company.

You agree that at all times after the termination date, directly or indirectly not to:

3rd Floor, Anand Square, Survey No. 232, H. No. 1+2, Sakore Nagar, Viman Nagar, Pune- 411014

H&R BLOCK
YOUR TAX EXPERT

- (a) Use Confidential Information for your own purposes or those of any other person, company, business entity or any other organization whatsoever; or
- (b) Disclose Confidential Information to any person, company, business entity or any other organization whatsoever.

15. Covenants

- (a) You agree that you will not either on your own account or on behalf of any other person, company, business entity or any other organization whatsoever:
- Contact any person employed by the Company for the purpose of enticing such associate to accept alternative employment or influencing such associate to resign from the Company;
 - Contact with any party that was a client of the Company for the purposes of providing any such client with products or services, which the Company considers is in direct competition to the business of the Company.
- (b) You undertake that you shall use your best endeavors to ensure that any contact that you have with any associates, customers, clients, dealers or suppliers of the Company (past, present or future) will not have any adverse effect on the business or business environment of the Company or in any way damage the business reputation of the Company.

16. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your salary or any other payment due by the Company to you in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

17. Others

- (a) You will keep us informed of any change in your residential address, civil or marital status and such other matters. If the change in correspondence / residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.
- (b) In the event of any Central or State laws coming into force at any time effecting any aspect of your terms and conditions of service, it is hereby expressly agreed that no double benefits shall accrue to you.

3rd Floor, Anand Square, Survey No. 232, H. No. 1+2, Sakore Nagar, Viman Nagar, Pune- 411014

- c) You will not undertake employment, whether full-time or part time, as the Director/Partner/Member/Employee of any other organization /entity engaged in any form of business activity without the consent of the Company.
- d) You will be true and faithful to the Company, in all accounts, dealing and transactions, relating to business of the Company and shall at all times, when required, render a true and just account thereof.

IN WITNESS WHEREOF, the parties have caused this Employee Agreement to be executed by their duly authorized representative as of the day and year set forth above.

For H&R Block India Private Limited

Name: Kaustav Mitra
Title: Manager - Human Resource
Address: 3rd Floor, Anand Square, Sakore Nagar,
Viman Nagar, Pune-411014

ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that the Employment Agreement contains the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____

Signature: _____

Place: _____

Date: _____

Annexure - Salary Break Up

CTC	15,000
Basic	10000
HRA	500
Bonus	833
Leave Travel Allowance	-
Medical Allowance	-
Special Allowance	1841
PF - Employer	1200
ESIC Employee	231
ESIC Employer	626
PF Employee	1200
PT	200
Total Earning	13174
Total Deduction	1631
Net Pay in Bank	11,544

Other Conditions:

1. Provident Fund shall be deducted as per the statutory requirements.
2. Employees State Insurance Fund shall be deducted as per statutory requirements.
3. The salary mentioned above is subject to deduction of tax as may be applicable from time to time.
4. The Company may deduct reasonable amounts due against the employee from the salary payable to the employee.



Kotak Mahindra Bank

Date: 20-Nov-2019
Ref No: 887344

Kajal Borhade
A/P- Wada Road Rajlaxmi Bangalow, Rajgurunagar, Tal-Khed,
410505

LETTER OF APPOINTMENT

Dear Kajal,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

Rakesh Tanwar
Chief Manager

Kajal Borhade

Page 1

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General A K Vasjda Marg, Malad (East),
Mumbai, Maharashtra 400057, India.
T +91 22 66058825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297828



Kotak Mahindra Bank

Date: 20-Nov-2019
Ref No:887344

Kajal Borhade
A/P- Wada Road Rajlaxmi Bangalow, Rajgurunagar, Tal-Khed,
410505

We have pleasure in appointing you as **Assistant Manager** in the Grade **M1** with effect from **28-Nov-2019**, or from your date of reporting to work, whichever is earlier, provided that this letter of appointment shall cease to have effect if you do not report to work by **28-Nov-2019**.

Position, Location and Remuneration

1. The details of your remuneration are enumerated in Annexure A, is enclosed. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** ("Bank").

2. You will initially be posted at our office at **Kotak Mahindra Bank Ltd, 6-Jyoti Mohan Deshmukh Towers, Ideal Colony, Paud Road, Kothrud, Pune 411029**, but you will be liable to be posted or deputed at any other office/ branch of the Bank or any of its associate companies or any of its clients and your services are liable to be transferred to any subsidiary or associate or affiliate company including overseas.

Probation

3. Your appointment is subject to a probation period of **9 Months**, where after subject to your performance and conduct being satisfactory, your probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated by giving **1 Month** notice during the initial or extended period of probation.

Other conditions

4. Your appointment is subject to your providing, inter alia:
 - 4.1. A relieving letter from your previous employer relieving you from your duties.
 - 4.2. Receiving satisfactory background verification report.
 - 4.3. A copy of the last pay slip from the previous employer.
 - 4.4. Proof of identity which could be either the copy of voter identity card or Aadhar card or Passport
 - 4.5. Proof of date of birth.
 - 4.6. The Bank's application form complete with photograph.
 - 4.7. Valid email id.
 - 4.8. Mobile no and/or Landline no.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General A K Vasjda Marg, Malad (East),
Mumbai, Maharashtra 400057, India.
T +91 22 66058825
F +91 22 67259071
www.kotak.com

Page 2

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297829



5. Your appointment is subject to submitting a Self-Certified Medical Fitness and Declaration Form Issued by the Bank. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed or agreed to by the Management and you may be required to produce a certificate of medical fitness before you resume work. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.

Duties, Responsibilities & Other employment

6. You will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/promoted in future. Please note that should you be entrusted with the handling / custodianship of cash / securities, any shortfall will be recoverable from you personally. This does not preclude the Bank from recovering the same from any dues to you, or from taking legal action.

7. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time. The hours of work, holidays and paid leave will be in accordance with the Bank's rules. Please note that if you absent yourself from the services of the Bank without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.

8. You shall devote the whole of your time and attention to performing your duties and use your best endeavors to promote the interests of the Bank and your conduct at other times shall be such as not to damage the interests of the Bank. You shall not engage yourself directly or indirectly in any trade, business, vocation or occupation or in advisory capacity or accept compensation in any form from any third party for any actions performed on behalf of the Bank without the express written permission of the Bank. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Bank, whether directly or indirectly.

9. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires.

10. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled under the rules shall be, at the discretion of the Management, without salary.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A.K. Vaidya Mang. Malad (East),
Mumbai, Maharashtra 400097, India.

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297833



11. You shall inform the Bank without delay of any act of dishonesty, fraud or cheating or any damage to the Bank's property that you may come to know of, whether the same is under contemplation or is taking place or has already taken place.

12. You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Bank.

Rules, Regulations and Confidentiality

13. You shall faithfully observe all the rules and regulations of the Bank as applicable from time to time and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places, as you may be required.

14. You shall also abide by and implement "The Corporate policy manual on Conflict of Interest, Confidential and Proprietary Information" including interalia the Information Technology Security Policy and Code of Conduct as approved by the Bank.

15. The Bank is committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Bank including the Code of Conduct and other policies of the Bank as they form an integral part of the terms of employment with the Bank. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time through intranet and/or e-mails and you will be governed by the same from time to time as and when the said changes are made. It is your responsibility to read and comply with the same.

16. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination, without the consent of the Bank in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Bank processes, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Bank, its subsidiaries, its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Bank, its subsidiaries, its associates or clients.

16.1. In line with the, SEBI (Prohibition of Insider Trading) Regulations, 2015 as modified from time to time, you shall comply with the Employee Share Trading Code as approved by the Board of Directors of the Bank. In addition, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law, or counsel any person to deal in securities on the basis of such information.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A.K. Vaidya Mang. Malad (East),
Mumbai, Maharashtra 400097, India.

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297833



17. You are not authorized to and must not at any time:

17.1. Trade on your own account by pledging the credit of the Bank;

17.2. Even on the Bank's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Bank to risks which are beyond its financial capacity to bear.

17.3. Enter into any commitment, dealing or obligation on behalf of the Bank, except to the extent of operating the Bank's bank account or accounts as empowered by a resolution of the Board of Directors of the Bank.

18. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Bank, its subsidiaries or its affiliates.

Termination

19. Your services can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:

19.1. Any incorrect information furnished by you or on suppression of any material information; and/or

19.2. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter or a violation on your part of any of the Bank's rules and policies; and/or

19.3. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude; and/or

19.4. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or

19.5. The results of any background checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion; and/or

19.6. Any misconduct pertaining to moral turpitude, riotous/disorderly behaviour, theft, misappropriation, conviction by any court of law.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A.K. Vaidya Mang. Malad (East),
Mumbai, Maharashtra 400097, India.

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297833



19.7. Any act or omission which could be construed as loss of confidence in you by the Management.

19.8. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.

20. Subject to the right of the Bank to terminate this employment in accordance with clause 19, it may be terminated either by the Bank or yourself by giving 3 Months notice in writing to the other.

20.1. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated on the basis of monthly gross salary. The decision whether or not to accept the gross salary in lieu of the notice period will rest solely with the Bank and the employee shall be required to serve the applicable notice period as per the exit policy of the Bank if the Bank does not accept the gross salary in lieu of the notice period.

Retirement age

21. The age of superannuation i.e. the age of retirement in our Bank is 60 years.

22. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the Bank or which have been entrusted to you or received by you in the course of your employment with the Bank.

Jurisdiction

23. If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

24. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.

25. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supercedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

26. As a full time employee of the Bank, you shall not be a Director on the Board of any Company. If you are a Director in any Company you are required to resign from the same before joining the Bank.

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A.K. Vaidya Mang. Malad (East),
Mumbai, Maharashtra 400097, India.

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1297833



Kotak Mahindra Bank

You are requested to send us a copy that is signed and dated by way of acceptance of the terms and conditions contained therein. We look forward to your having a long and successful career with us.

Your's faithfully
for Kotak Mahindra Bank Ltd

Rakesh Tanwar
Chief Manager

Kajal Borhade
Date:

Page 7

Kotak Mahindra Bank Ltd.
CIN: L55110MH1995PC103117
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General A.K. Vaslga Marg, Malad (East),
Mumbai, Maharashtra 400097, India.

T +91 22 66956825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai-400051,
Maharashtra, India.

HR/2019/ 1297834



Kotak Mahindra Bank

Annexure A

Name	Kajal Borhade
Level	Assistant Manager
Location	Pune
With Effect From	28-Nov-2019

Component	P.M.	P.A.
Basic Salary	11163	133830
House Rent Allowance	6576	65915
Professional Allowance	0	0
Conveyance Allowance	0	0
Medical Reimbursement	0	0
LTA	0	0
Bonus	2231	26766
Gratuity	-	6437
Contribution to Provident Fund	-	16080
Total	18969	250000

*Company contribution towards PF is 12% and Gratuity is 4.81%.

*Family Floater Group Mediclaim Coverage as per policy.

Under the Kotak Term Group Plan, you get covered as per policy.

Casual/Privilege leave entitlement as per the prevailing leave policy.

Prepared by

Date-20-Nov-2019 Kajal Borhade

Page 8

Kotak Mahindra Bank Ltd.
CIN: L55110MH1995PC103117
Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General A.K. Vaslga Marg, Malad (East),
Mumbai, Maharashtra 400097, India.

T +91 22 66956825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai-400051,
Maharashtra, India.

HR/2019/ 1297835



your testing partner

May 29, 2019

To,

Aishwarya Bhalgat (PAN CIMPB233BE)

Subject – Appointment / Joining Letter

Dear Aishwarya,

Thank you for the keen interest you have shown in joining our organization. Consequent to your application, interviews, and subsequent discussions with us, we are pleased to offer you a career at vTEST. Please accept our heartfelt congratulations and a warm welcome to the vTEST family.

You will be designated as HR Associate

The total gross compensation (total cost to company including benefits) offered is **Rs. 1,20,000/- (Rupees One Lakh Twenty Only)** per annum. Post you completing three months in the system subjective to your performance assessment your salary will be raised. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

Your date of joining will be **Monday, June 3rd 2019** up to which the offer is valid. Please confirm your acceptance by signing below.

Your sincerely
& On Behalf of
vTEST Software

Agreed and Accepted

Shakil Hanjigkar

Name:

Director

Sign:

This is a highly confidential document hence you are requested not to disclose it to anyone else.

vTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



your testing partner

Compensation Structure

Earnings	Annual	Monthly
Fixed	120000	10000
Basic	60000	5000
HRA	24000	2000
Medical	9000	750
Conveyance	9000	750
Education Allowance	9000	750
Special Allowance	9000	750
Total (A)	120000	10000
Gross Salary - Total (A)	120000	10000
Deduction		
Professional Tax	2400	200
Employee contribution to PF	7200	600
Employer contribution to PF	7200	600
Group Health Insurance	3000	250
Cab Facility		
Gross Deductions - Total (B)	19800	1650
Total Earnings	100200	8350

Taxes and other deductions as per the prevailing government rules and in line with your IT investment declarations will be borne by employee.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

vTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



The salary will be processed on the 1st workday of each month for the preceding month. However, if the 1st falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

Timesheets

You need to send the soft copy of the timesheet duly approved and signed by your Team Lead on last working day for processing salary every month.

Delay in receiving the approved timesheets will result in a delay in payment of your salary.

Statutory Benefits

You will be governed as per the respective acts of PF as per the rules in force, from time to time.

Medical Insurance

You are eligible to enroll in Company's mediclaim insurance policy. The annual premium as applicable will be deducted from your monthly salary.

Job Roles and Responsibilities

You shall be responsible for the performance of the functions expected of your role and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

Performance Review Period

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Your performance review to consider salary revision is after 12 months from the date of joining.

Assignment

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

Leave

You would be entitled to 1.25 leaves for each full month of your service. Leaves cannot be encashed at any point of time and will elapse at the end of year if not availed.

A total of 15 leaves are provided for the whole calendar year to every employee. Comp-offs can be availed if worked on holidays by seeking a prior approval from your Team Lead and HR.

Holidays

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

Documentation

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declaration as may be necessary by the Company and/or its clients (including privacy and confidentiality agreements.)

Indemnity

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Un- Authorized Absence

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such absence.

Confidentiality & Non-disclosure

You hereby acknowledge that by the reasons of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources (Confidential Material) and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services the above disclosures you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material") relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other Company property that have been provided by him/her by the Company and/or its clients.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



You agree to comply with a supplementary agreement when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients that you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

Non-Compete and Non Solicitation:

You agree that during your services with the Company

-Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company) directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.

-Will not seek and obtain employment, training, or contract of employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.

- Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.

- Will refrain from doing any sort of business for any kind or any purpose with the list of VTEST clients with which you were engaged with while you were employed with VTEST

-Unless pre-approved by the Company in writing, you will not, during the period of this assignment prepare, compile, submit or publish any articles or contribute to any other publication or television serials/films/video presentations or assist anyone directly or indirectly in this regards

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Waiver

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company

Jurisdiction

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of Appropriate Court of Pune, Maharashtra, India.

Termination by the Company

The Company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without Notice, terminate your services with "Cause". The term "Cause" shall, as used in this document, mean

- The commission of crime involving moral turpitude, theft, fraud or deceit- Conduct that has an adverse effect on the Company's reputation
- Substantial or continued unwillingness or inability to perform duties assigned to the Employee
- Gross Negligence or Deliberate misconduct
- Any material breach of terms and conditions specified in this letter
- Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer
- Providing any false information to the Company

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.

602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Without Cause: In the event that the employment is terminated without Cause, the employee will be provided with a 60 days written notice prior to such termination or paid severance pay in the lieu thereof equivalent to the consolidated compensation package for a period of 60 days, calculated on the basis of the last basic salary

Resignation by Employee

If you wish to leave the services of the Company, a clear written notice of 2 months to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company (Shortfall of Notice Period) and any other Charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its Sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

Moral Conduct

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee

Alternative Employment

You will be a full time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

Company Properties in your possession

You are expected to take proper care of company properties entrusted to you by the Company. In the event of your resignation/termination you are obliged to return all the company's property like access/ID card, documents, machines, data, files and books etc, in your possession in good condition, or reimburse the value of the same. You shall also officially hand over job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.

602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Change of address

Any changes of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address indicated shall be correct address for sending all communications to you unless otherwise intimated in writing by you. Communication addressed to you at the above address shall deem to have been duly served.

Code of Conduct

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

Place of Employment and Transfer

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and/or from one department/unit to another or their contractors and clients either existing or to be set up in future anywhere in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment transfer or deputation you will be governed by the Rules and Regulations and other working/service conditions as applicable at the place of posting to consent to add/agree to certain other agreements.

Disclaimer

Any commitments with respect to compensation and benefits which are not included in the CTC Components table or explicitly mentioned in the offer letter, stands null and void.

This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.

602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Employee is required to submit the tax documents (Investment Proof's) within a week from date of separation. Failing which, the full and final settlement will be processed by deducting tax at source

Declaration:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services and true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just reasonable and I shall strictly adhere to the terms specified.

Agreed and Accepted,

Name: Sign:

Date:

This is a highly confidential document hence you are requested not to disclose it to anyone else.

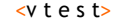
VTEST Software Pvt. Ltd.

602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



This is a highly confidential document hence you are requested not to disclose it to anyone else.

VTEST Software Pvt. Ltd.
602 Platinum Square, next to Hyatt, Viman Nagar, Pune 411014, India | www.vtestcorp.com



Standard Terms and Conditions

Probation Period

Your probation period will be for 3 months from your date of joining the company. Your employment will be confirmed upon your successful completion of the probation period, based on your positive contributions to the company's objectives. The management may decide to extend your period of probation for a further period of 3 months or part thereof, depending on your performance.

You will continue to be in probationary period until an order in writing confirming your services is issued.

Termination of Service

During the probation period, a notice of 2 weeks is required to terminate employment from either side. After confirmation, a notice of 2 months is required to terminate employment from either side.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisals.

Compliance to Quality Standards

You will be required to understand and implement standard procedures evolved with VTEST. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

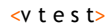
Verification

You have been engaged on the presumption that the particulars furnished by you are correct. In case said particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your appointment with the company shall stand terminated / canceled without any notice.

Medical

The appointment is subject to your being found medically, physically fit and remaining so during your service. The company has the right at all times to send you for a medical checkup to ascertain your fitness for the job. The opinion of the RMP nominated by the company shall be binding on the parties.

This is a highly confidential document hence you are requested not to disclose it to anyone else.



Working Hours

Normal working hours are from 9.00 am to 6.30 pm IST Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently at any point of time without any prior notice.

Duties and Responsibilities

The company will expect you to display a high standard of initiative, efficiency and economy.

1) You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with VTEST. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

2) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

Posting / Transfer of Service

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image as suppliers of quality software and services.

The company will reimburse all reasonable expenses on your boarding and lodging as also other out of pocket expenses incurred by you, on company's business, the details of which will be communicated to you before your proceedings on such assignments.

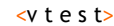
Training

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Passport

It is very important for you to have a valid passport. If you do not have it, please apply for them immediately. It's mandatory to have a valid Pass Port with ECNR status for a confirmed VTEST employee. So please ensure you have submitted the copies of relevant pages of a Valid Passport before the completion of your probation period.

This is a highly confidential document hence you are requested not to disclose it to anyone else.



Leave Policy

Before proceeding on leave, an employee is required to submit the Leave Application Form to the HR Representative after obtaining the approval of the Supervisor / Manager.

Entitlement: 15 Days/ Year Leaves can NOT be carried forward from one year to the other. They can NOT be en-cashed at the end of the year.

Public Holidays: As per the company holiday calendar

The official timing of VTEST is 9.00 am to 6.30 pm IST Monday to Friday. All employees will be entitled for all the holidays and leaves.

Every month each employee is entitled to 1.25 day leave which if not taken will be carried forward to the next month. i.e. 15 Leaves/year. The additional number of days will be deducted against the salary if employee will exceed 15 leaves per year. Any day an employee is late in the office after 10.00 am; it will be considered as half day for him/her. 3 half days will be considered as 1 day leave. If an employee wants to take leave for continuous 5 or more days, it should be pre- approved at least 1 month in advance by the concerned Authority.

Any queries regarding the above will be answered by the Director or HR Manager.

Company policies can change anytime with one-month notice to all employees.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. When this policy changes, you will be notified a month in advance and explained the changes by your Director or HR.

This is a highly confidential document hence you are requested not to disclose it to anyone else.



TIRUPATI ENTERPRISES

Sr. No. 97, Vishal Colony, Dhore Banglow, Manjari Road,
Manjari Bk., Pune - 412307..
Mobile : 9881729191 / 9657575858

Ref. No.

Date :

4/07/2019

PRIYANKA GADRE

Manjari Budruk Near Hadapsar Gadital,
Railway Station Near, Shrinath Heights Kamal Vihar

PUNE,

Maharashtra,

412307

Dear Mr./Miss./Mrs./Ms. PRIYANKA SANJAY GADRE , Congratulations! We are pleased to confirm that you have been selected to work for TIRUPATI ENTERPRISES. We are delighted to make you the following job offer. The position we are offering you is that of JUNIOR ACCOUNTANT at a monthly salary of Rs. 13,000 with an annual cost to company. This position reports to DHIRAJ KALBHOR. Your working hours will be from 9.30 AM to 6.30 PM, MONDAY to FRIDAY.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)
- Benefit C (Giving incentive to Employer for his/her performance).

We would like you to start work on 1.6.2019 at 9.30 AM. Please report to DHIRAJ KALBHOR, for documentation and orientation. If this date is not acceptable, please contact me immediately. Please sign the enclosed copy of this letter and return it to me by 4.07.2018 to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our TIRUPATI ENTERPRISES and look forward to working with you. Sincerely,

DHIRAJ KALBHOR

MANAGER

TIRUPATI ENTERPRISES

TIRUPATI ENTERPRISES


PROPRIETOR

Scanned by CamScanner

Confidential

Seniority

Offer Letter

1st March 2019

Dear Shirin Medora,

We are pleased to present you with this offer for employment as 'Catalogue Management Associate' with Seniority Pvt. Ltd.

Your detailed Employment Contract which is applicable to all employees of the RPG Group, is attached herewith. This offer is subject to satisfactory references and your medical fitness for employment.

We look forward to you joining Seniority Pvt. Ltd. and the RPG family and wish you a great career with the Company!

Please return a signed copy of these documents as an indication of your acceptance.

Sincerely,



Ayush Agrawal

Co-Founder, Seniority Pvt. Ltd.

Confidential

Employment Agreement

1st March 2019

Ms. Shirin Medora
Pune

Further to the meetings you had with us, we have pleasure in appointing you as 'Catalogue Management Associate' on the following terms and conditions, subject to satisfactory references and your medical fitness for employment.

Please note that in this Employment Contract, the term "Company" refers to Seniority Pvt. Ltd.

1. Joining

You will be required to report for duties on 4th March 2019 or within such extended period as shall be notified in writing to you, failing which this offer shall stand withdrawn automatically, without any further intimation to you.

2. Level, Place of Posting and Reporting

- You will join the Company at the level of Catalogue Management Associate and your place of posting will be Pune.
- In this role you will report to Sovona Mondal, Sr Manager Social Media & Content of the Company.

3. Remuneration

- Effective from the date of your reporting for duties, you will be eligible for salary, allowances and other benefits as detailed in Annexure 1 - Compensation & Benefits of this letter.
- For purpose of contribution of Provident Fund and encashment of leave, the computations will be based on Basic Pay.
- Our performance year is 1st April to 31st March of each year. Based on your performance and Company performance, your annual salary will be reviewed, and any increase will be effective from July 1 each year.
- If your Date of Joining falls on or before 30th of September, you will be eligible for increment or bonus in the immediate July 1 following your joining date. The annual performance bonus and increment shall be pro-rated to your complete duration of service for the said financial year.
- In case your Date of Joining falls on or after 1st of October, you will be eligible for increment or bonus effective July 1 of the following year (i.e. one year after the immediate July 1). The annual performance bonus and increment shall be pro-rated to your complete duration of service till the end of the following financial year.

Confidential

f. Based on your date of joining, you will be eligible for salary revision from July 1, 2020 in line with Company policy in this regard.

g. Salary reviews and compensation and benefits revision will always be subject to the schedules as may be determined by Company policy from time to time.

h. Please note that within your overall compensation, the salary structure of the Company may be altered / modified at any time without prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.

i. The Company does not make overtime payments for extra hours worked, if any.

j. Your monthly salary will be paid through bank transfer to your Indian account in Indian Rupees on the last day of the month to your salary account.

k. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) and Aadhar Card details to the Company. In case you do not have a Permanent Account Number/Aadhar Card, please initiate the application process for the same immediately and carry the acknowledgement as issued by the Income Tax authorities with you on the day of joining. A copy of the acknowledgement will have to be submitted by you for our records.

l. Your remuneration package is strictly confidential between you and the Company and should not be discussed with any one nor divulged to anyone in any manner whatsoever.

4. Condition of Hire

a. Your appointment is based on the information furnished by you in your curriculum vitae shared at the time of your interview, your employment application, and all further declarations and undertakings. Hence, any false statement or information will lead to termination of your employment without notice.

b. You will be on probation for a period of three months from the date of joining, during which you will not be eligible for any leaves. The management can choose to extend your probation period if your performance is not found satisfactory during this period.

c. You hereby warrant 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 the duties of your employment.

d. You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities.

e. The Company reserves the right to carry out reference verifications or background checks prior to your joining the Company or during your employment with this Company. Such background checks and reference verifications, amongst others,

Confidential

would include past employment and salary (this will include your immediate previous employment), criminal records, countries resided in or worked in etc. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or documents submitted by you are not correct, the Company shall, at its sole discretion be entitled to forthwith terminate and/ or revoke your appointment with the Company, without further reference in the matter.

- f. You confirm and represent that there exist no personal circumstances which are likely to affect your ability to discharge your obligations during your employment. You further undertake to notify your reporting manager and the HR manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed, etc.
- g. Your employment will be subject to your being found medically fit and hence you are required to mandatorily undergo a medical examination as per the attached **Annexure II-Checklist of Medical Examination Tests** during last 6 months. You will be required to submit these reports during your joining. However, in case you have not undergone these tests anytime during last six months, you may get the tests done in the first week of your joining with our health partners. After joining the Company's rolls, your retention in the Company's services will be subject to your maintaining yourself in a state of medical fitness to be certified by an appropriate Medical authority, as per medical fitness standards laid down from time to time.
- h. You will be required to submit the documents as per the attached **Annexure III- Checklist of Joining Documents** to our HR Department mandatorily at the time of reporting for duties. Please note that the Company reserves the right to not accept you onto the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience, etc. on the day of joining.

5. Service Conditions

- a. You will abide by the **RPG Code of Corporate Governance and Ethics Policy** applicable for employees of RPG Group.
- b. You will be liable to be posted at any of our offices, project locations, divisions, departments, etc., anywhere in India or overseas, including offices / centers of the Company situated in any of the locations in the country. You are also liable to be deputed to any of the RPG Group organizations at anytime, anywhere in India or overseas depending upon the requirement of the organization.
- c. In the event of posting/transfer to any group entity including subsidiaries, associate companies in India or overseas, you will be issued appropriate deputation/assignment letter which will outline the specific terms and conditions of the assignment.
- d. You will be governed by all applicable policies of the Company.

Confidential

- e. You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications. The Company shall also have a right to recover any damages incurred on account of any misrepresentation of your job responsibilities, misappropriation of funds by you, or any act done by you which is against the policies as laid down by the Company from time to time.

- f. The Company agrees to indemnify you and keep you indemnified, for all lawful acts, actions, forbearance or activities duly authorized by the Company and undertaken by you in your official capacity as an Employee of the Company and for and on behalf of the Company in its usual course of business.

6. Assignment of IT assets

- a. You will be assigned appropriate IT assets (Laptop, Laptop charger, Mouse, Internet dongle, SIM Card, Mobile phone, Tablet, Landline hand-set, HDD drive, Camera, Tri-pod and so forth) as per your work content. The decision of the specification of the asset lies with your reporting manager and is based purely on your work content.
- b. In case of loss of asset by theft, the employee is responsible for producing the copy of the FIR to the HR team. In case he/she is unable to do so or in case of misplacement of the asset, the company may recover the cost of the asset, which will be equal to the depreciated value calculated by the Finance team.
- c. The employee will have complete responsibility of the asset allocated to him/her and would to keep the asset safe from any kind of damage.

7. Assignment of Intellectual Property Rights:

- a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, neighboring rights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or connection with the work performed by you under this Agreement ("IP Rights") and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (the "**Innovations**"), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and/or any of its affiliates and/or any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company. However, it is clarified that you will be entitled to claim authorship/ inventorship in relation to the IP Rights and the Innovations.
- b. To the extent relevant, you hereby irrevocably, perpetually and on a worldwide basis assign to the Company all rights related to the IP Rights and/or Innovations of which the Company is not already the owner based on Clause 6(a), including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights -

Confidential

without imposing any condition thereon - to the Company by a separate legal instrument.

- c. Should the Company deem necessary, you shall sign an instrument and/or any other document at the Company's first request, based on which the rights referred to in Clause 6(a) above will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company and/or its representatives irrevocable and unconditional power of attorney to draw up and sign the said instrument and/or other document on your behalf. Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment, rights and title throughout the world in the IP Rights and Innovations as assigned irrevocably and unconditionally to the Company under this Agreement.

8. Termination:

- a. **Superannuation:**
Your employment with the Company will stand automatically terminated, without any notice at the end of the month in which you attain the age of superannuation, which is 58 years.
- b. **For Cause:**
If you are terminated by the Company or resign from the employment upon written notice for Cause (as defined hereunder), you shall not be entitled to any further compensation, benefits, or severance compensation of any kind, and shall have no further right or claim to any compensation or benefits under this Employment Agreement or otherwise against the Company, effective from and after the date of such termination. The Company will give notice of one month to the Employee or Salary of one month in lieu of notice period. For purposes of this Agreement, "Cause" shall mean any one or more of the followings:
- Conduct or actions detrimental to the best interests of the Company or its customers, employees or vendors;
 - Refusal or failure to satisfactorily perform those duties which have been reasonably requested or assigned;
 - Misuse of funds of Company;
 - Any conduct which violates any federal/central /state or local law; and/or Company's Policies including the RPG Code of Conduct & Corporate Governance, in effect at the time;
 - Any conduct involving personal dishonesty, misconduct or breach of fiduciary duty;

- c. **For other than "Cause":**
1) Either you or the Company may terminate employment by providing **one month** written notice to the other party.
2) In this situation, you have to explicitly communicate whether you are joining a competitor to the Company. In case you confirm that you are joining competition, then the Company can decide to:
i. Relieve you from services immediately and not pay notice period compensation.
ii. Make an arrangement where you are not attending duties at the workplace but continue to be on the rolls of the Company.

Confidential

- iii. After your separation from the employment of the Company, if it is discovered that you have joined competition after having falsely committed that you are not going to do so, or have been ambiguous about the same, the Company will treat the action as a breach of trust.
3) You agree to faithfully perform your duties during the one-month notice period.

d. Termination of employment prior to completion of notice period:

- If you wish to cease work at any time during the one-month period, subject to the consent of the Company, or the Company, at its discretion, wants you to leave prior to the completion of the notice period, and therefore waives any portion of the one-month notice period, you will only be paid through your last date of service.
- In case you avail leave, Privilege leave or Sick leave, at any time during your notice period, the leave so availed would be considered as either a Loss of Pay (LoP) or an extra day(s) of notice period (depending on the number of leaves taken). The decision of assigning LoP vis a vis additional notice period, lies with the reporting manager and is purely based on the work content.

e. Termination of employment during probation period

- In the event that your employment with the Company is voluntarily/involuntarily ceased during your probation period, the notice to be served would be zero days.

Your release from the Company's services will be subject to the satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties. The full and final settlement will be made to you within 30 days from the last day of your service.

9. Non-Disparagement:

It is a material condition of this appointment letter, that you shall not make or publish any statement (orally, electronically, or in writing), or instigate, assist or participate in the making or publication of any statement, which would or could adversely affect or disparage (whether or not such disparagement legally constitutes libel or slander), or amount to a libel or slander, or expose to hatred, contempt or ridicule the Company, any of the respective services, affairs or operations; or any of the Company's past or present shareholders, customers, directors, officers, members, managers, employees, representatives, agents or dealers. Nothing herein shall prevent you from making or publishing any truthful statement:

- When required by law, or a court order;
- During any legal, arbitral or regulatory proceeding;
- To any governmental authority, regulatory agency or self-regulatory organization;
- In connection with any investigation by the Company.

You acknowledge that these obligations under this section are fair and reasonable and necessary to protect the business of the Company. You further acknowledge that breach of this obligation is likely to cause severe and potentially irreparable damage to the

Confidential

Company, which may not be adequately compensated in terms of money and accordingly the Company shall be entitled to obtain injunctive relief from an appropriate forum to specifically enforce these obligations.

The terms of your employment, including compensation are strictly confidential between you and the Company. Discussion and divulgence of these details with any other party or with any RPG employee will constitute 'Cause' and may result in termination of your employment.

The terms and conditions as stipulated above in this Employment Agreement shall be construed in accordance with the laws of India. In the event of any dispute, you and the Company shall submit to the exclusive jurisdiction of Pune.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy (attached) to **HR Team** duly affixing your full signature on the last page and initials on the remaining pages. Please note that the acceptance copy should reach latest by **2nd March** failing which this letter and its contents will stand withdrawn and cancelled automatically, without any further notice to you.

We take this opportunity to welcome you to the RPG family and wish you a successful career with us.

For Seniority Pvt. Ltd.



Ayush Agrawal
Co-Founder

- Encl. : Offer & Appointment Letter
: Employment Agreement
: Annexure I- Compensation & Benefits
: Annexure II- Checklist of Medical Examination Tests
: Annexure III- Checklist of Joining Documents

I have read, understood and agree to the contents including all terms and conditions of the above-mentioned documents.

(Signature)

Date:

Place:

Confidential

Annexure I
Compensation & Benefits

Name: Shirin Medora		
Designation: Catalogue Management Associate		
Company: Seniority Pvt Ltd.		
Compensation Details	INR Per Month	INR Per Annum
Basic Pay	12,500	1,50,000
*Customised Allowance Pool (CAP)	10,580	1,26,960
**Retirals	1,920	23,040
Total Fixed Amount	25,000	3,00,000
Cost To Company(CTC)	25,000	3,00,000
BENEFITS :		
a) Medical Insurance for self, spouse and children upto Rs. 4,00,000/-.		
b) Term Life Insurance for self upto Rs. 4,00,000/-		
c) Reimbursement of mobile expense as per Company policy.		
NOTES:		
* This includes Personal Pay, Housing Rent Allowance (HRA), Education Allowance, LTA, Medical reimbursement, car expenses etc.		
** This is the Employer and Employee's contribution towards PF which would be deducted from the Gross CTC.		

Confidential

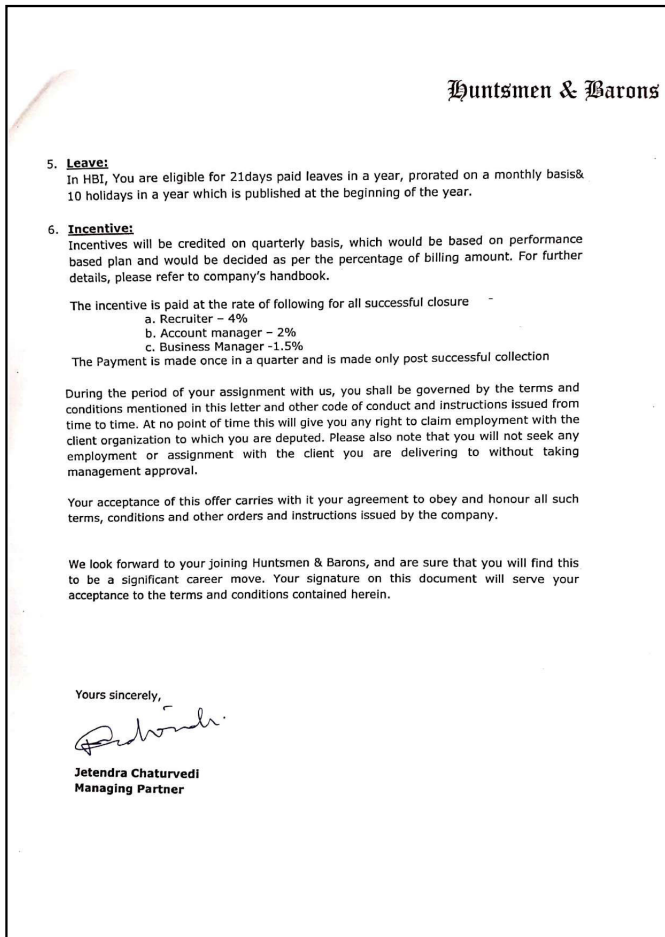
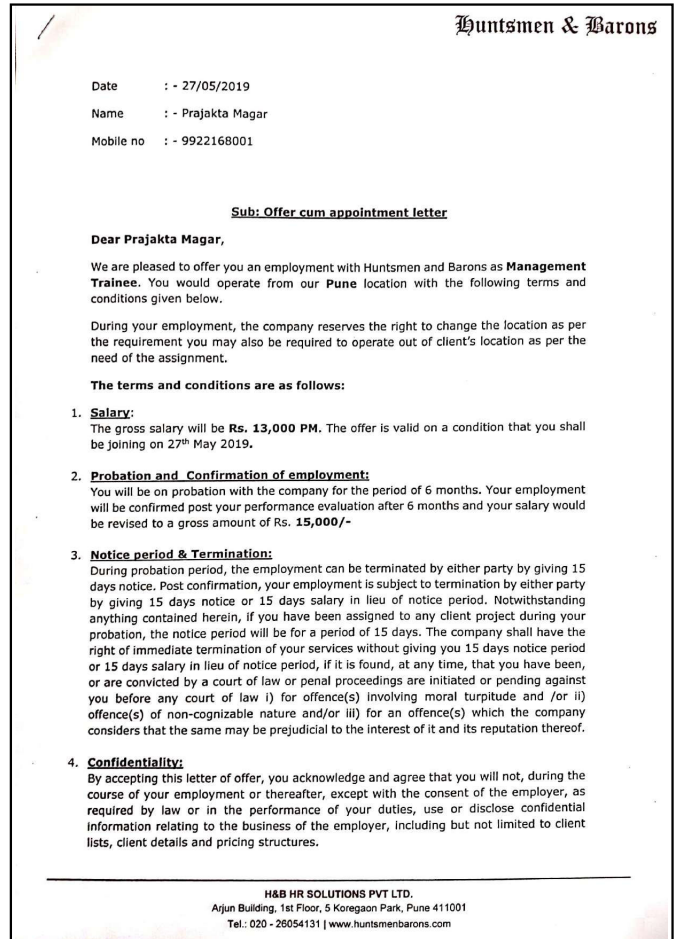
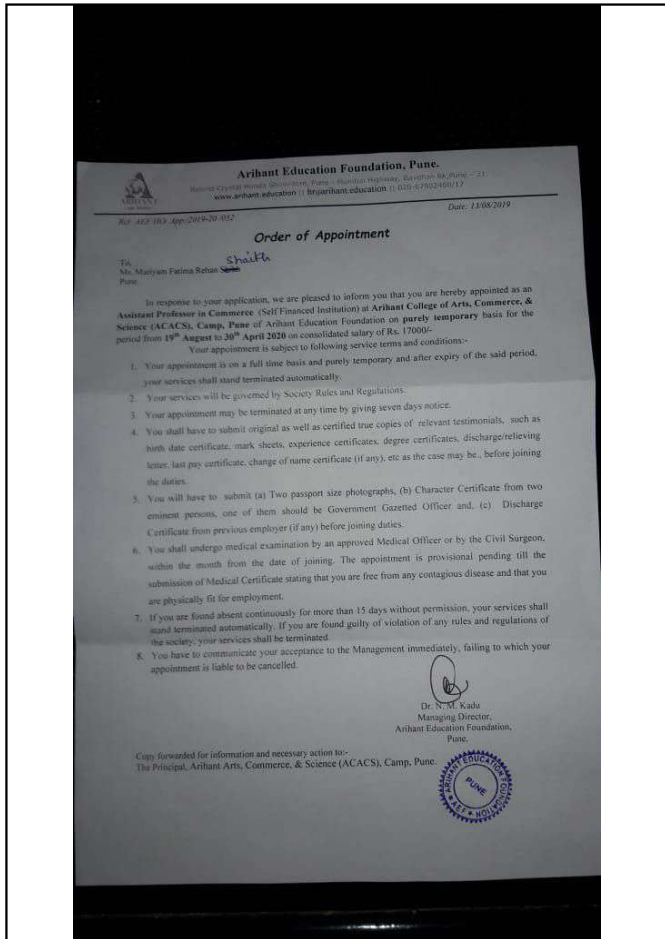
Annexure II
Checklist of Medical Examination Tests

S. No.	Tests
1.	CBC+ESR
2.	Blood Group
3.	HIV
4.	Blood Sugar- HbA1c
5.	Lipid Profile & Lipoprotein-a
6.	Liver Profile
7.	C-Reactive Protein & Homocysteine
8.	Vitamin B6, B12 and D
9.	Urine & Stool – Routine
10.	X-ray Chest
11.	ECG
12.	Physical Examination

Confidential

Annexure III
Checklist of Joining Documents
(Copy of these documents should be submitted on joining)

S. No.	Document	No. of Copies
1.	Copy of PAN Card	1
2.	Copy of Aadhar Card	1
3.	Education qualification mark sheet & certificate	1
4.	Certificates of additional 'Certifications' if any	1
5.	Date of Birth Proof (Birth Certificate/School & College leaving/Pan Card/ Passport)	1
6.	Passport size Photographs	2
7.	Address Proof (Latest Electricity Bill/Telephone Bill/Ration Card/Passport/Voters ID/Rent Agreement/Driving License/Gas Bill)	1
8.	Photo ID Proof (Passport, Pan Card, Voter ID, Aadhar Card)	1
9.	Employment Certificates: Relieving certificates/Service Certificate/Copy of acceptance of resignation letter (Certificate from all the companies as mentioned in your resume).	1
10.	Latest Increment/Appointment letter	1





Appointment Letter

Divine Co-working Space
14th January, 2019
Pooja Abhimanyu Shinde
Survey no. 2 Gaikwad nagar, Dighi Pune-411015
Subject: Letter of Appointment

Dear Ms.Pooja

This has reference to your resume and subsequent interview you have had with Divine Co-working Space. We are pleased to appoint you as Co-working Community Manager in its HR(Human resource) functions. Your employment will be governed by the following terms and conditions.

- You will be paid a monthly gross salary of (Rs.12,000) Twelve Thousand Only per month.
- Your working hours will be 9:00am to 6:00 pm as per the current company policy. The company observes a 6 days work in a week.
- Your date of appointment as per company records is 14th January 2019.
- Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.
- You will be governed by the current Leave Policy of the company for permanent employees
- You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.
- The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
- Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Divine Co-working Space family and trust we will have a long and mutually rewarding association.

Yours faithfully,

Shankar Salunkhe
Shankar Salunkhe
Co-Founder



Plot No.26 Cosmos Gardens, Next To The Lurning Curve Near
Union Bank,Suyash Shroff Mall, Baner Road Baner-411045.

www.divineworkspot.com



February 21st, 2019

Ms. Tejasvi Ravindra Jagadale

Gangadham Phase-2,
Bibewadi Kondhwa Road,
Market Yard, Pune, Maharashtra - 411037

Dear Tejasvi,

Further to our meetings and discussions, we are extremely pleased to offer you the position of a "Recruiter - Level 1" with Allegis Services (India) Pvt. Ltd ("Allegis India"). Your employment will commence on or before February, 25th 2019 or such other date as may be mutually agreed. Your principle place of appointment and base location, at all points of time during your employment with Allegis India, shall be Commerce @ Mantri, Level 3, No. 12/1 & 12/2, NS Palya, Bannerghatta Road, Bangalore - 560076.

You will be paid an annual compensation of Rs.2,92,788/- (INR Two Lakh(s) Ninety Two Thousand Seven Hundred and Eighty Eight Only). The break-up of the compensation structure will be as per the attached salary sheet.

Your offer of employment will be subject to the terms and conditions (the "Terms and Conditions") of employment and to satisfactory completion of reference and background checks. This offer letter and the Terms and Conditions together constitute the employment contract between Allegis India and you.

Notwithstanding your principle place of appointment and base location being the Allegis Office, you may be deputed or seconded from time to time, to client locations or premises of Allegis India affiliates across the country where you will be required to work on specific assignments. During the entirety of the Deputation you will always continue to be governed by the Terms and Conditions and the Company's Employee Handbook, in addition to any other condition that the client may propose in conjunction with the Company. You will report back to the base office on completion of your deputation or sooner, if the management of the Company decides so at its own sole discretion.

We extend a very warm welcome into the Allegis family, and look forward to a long and mutually rewarding association.

Wishing you all the best.

For Allegis Services (India) Pvt. Ltd.,

Sd/-

Panini Balaji
Head - Human Resources

Acknowledged and accepted:

Allegis Services (India) Private Limited
Commerce @ Mantri, Level 3, #12/1, NS Palya, Bannerghatta Road, Bangalore - 560076
Tel: +91-08-3070-5002 Fax: +91-08-4124-4630 www.allegisgroup.com
CIN: U74140KA2005PTC035624

Salary Annexure



Name : Tejasvi Ravindra Jagadale		
Designation : Recruiter - Level 1		
	Monthly	Annual
Gross Fixed Pay		
Basic	13,500	1,62,000
HRA	5,400	64,800
Statutory Bonus	2,700	32,400
Flexi Benefit Plan / Other Allowance	530	6,360
Gross Fixed Pay (A)	22,130	2,65,560
Employer's Contribution (B)		
Provident Fund (Employer's Contribution)	1,620	19,440
Total Employer's Contribution	1,620	19,440
Retiral Benefits (C)		
Gratuity**	649	7,788
CTC (A+B+C)	24,399	2,92,788
Additional Benefits		
Mediclaim Insurance for Self plus 3 dependents		6,853
Personal Accident Insurance		500
Total Additional Benefits (D)		7,353
Grand Total CTC (A+B+C+D)		3,00,141
(**) Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972.		
Date: 21st February, 2019		

TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of your employment with Allegis Services (India) Pvt. Ltd. ("the COMPANY") as at the date given below including those terms and conditions required to be given to you in writing in accordance with applicable laws in India. These terms and conditions are in addition to the letter of appointment and any applicable internal policy of the Company and are the basis of your engagement with the Company.

- Assignment of Duties:**
 - You are employed in the position of a "Recruiter - Level 1" in accordance with the terms of the job description to be given to you on the Commencement Date (defined in Clause 2.1 below). You are required to perform such duties for the COMPANY as may be designated by the COMPANY and which are reasonable consistent with your position, and to devote your whole working time and attention to your duties.
 - You shall perform such duties and exercise such powers in relation to the business of the COMPANY and any Group COMPANY, at such locations, as may from time to time be assigned or vested in you by the COMPANY and shall at all times and in all respects well and faithfully serve the COMPANY and conform with the reasonable directions of and regulations made by the COMPANY.
- Date of Commencement of Employment:**
 - Your employment will commence on or before "February 25th, 2019" or such other date as may be mutually agreed.
- Probation and Confirmation:**
 - You will be on probation for a period of 3 months from the date of commencement of your employment with the COMPANY. There will be a performance review at the end of the probation period, based on which your employment with COMPANY will be confirmed or the probation period will be extended. You shall be treated as confirmed only if you are intimated in writing to that effect from the company.
- Remuneration:**
 - Salary:** Your gross annual salary will be as mentioned in the appointment letter and the compensation details are as provided on Annexure-1 for the first year of your Employment. Your salary, subject to such deductions as are required by law and/or agreed between you and the COMPANY, is payable as per the structure shown in the annexure to this agreement.
 - Mediclaim Insurance:** Employee, spouse and children less than 21 years of age and parents will be entitled to participate in the Hospitalization insurance scheme subject to the rules of such scheme as laid out in the current existing policy. Details of the benefits provided by this scheme are available on request. The company reserves

the right to change or modify the scheme. Hospitalization insurance scheme subject to the rules of such scheme as laid out in the current existing policy. Details of the benefits.

- You will be entitled to participate in the COMPANY's personal accident scheme subject to the rules of such scheme at the COMPANY's expenses. The company reserves the right to change or modify the scheme.
- Discretionary performance bonus:** (if applicable), would be based on your individual performance, your group performance and the company's performance. Bonuses are due and payable annually following the finalization of the COMPANY's annual results. No entitlement to a bonus exists, and no bonus will be paid in the event of separation from the company for whatsoever reason and manner prior to the end of a bonus payable date. Bonuses are payable at the sole discretion of the company, and the company reserves the right to take into account all relevant factors in determining final approved payments.
- Incentives** (if applicable): All incentives will be paid according to the performance and company incentive policy. No Incentive will be paid in the event of separation from the company for whatsoever reason and manner after last working day. The company reserves the right to take into account all relevant factors in determining final approved payments.
- Provident Fund Scheme:**
 - You will be entitled to the COMPANY's Provident Fund Scheme (As per the EPF Act, 1952) subject to its rules and on the under noted basis:
 - The COMPANY will contribute an amount equal to twelve percent of your basic salary towards the Provident Fund matched by a similar contribution from you.
 - Your normal retirement age for the purposes of your employment and the Provident Fund Scheme is 60 years. Subject to clause 9, your employment shall accordingly terminate automatically on the last working day of the month in which your 60th Birthday falls and the COMPANY's final contribution to the plan will also be made in the same month.
- Location of work:**
 - Your base location shall be the Registered Office of the Company at Commerce @ Mantri, Level 3, No. 12/1 & 12/2, NS Palya, Bannerghatta Road, Bangalore - 560076, but the COMPANY reserves the right to require you to work at any other Company premises or the premises of any other client or Group Company, from time to time as it may consider necessary. You shall also be required, with due authorization, to make business visits, overseas and in-land, as would be warranted in order to effectively carry out your



Confidentiality Status: None

responsibilities. Please refer to your offer documents for details on location.

5.2 You will be issued a deputation letter every time you are required to work at any location other than the Company Location for any specific assignment. Your base office and principal place of employment, however shall, at all times, continue to remain the Company Location.

5.3 You will report back to the base office on completion of your deputation or sooner, if the management of the Company decides so at its own sole discretion. You will continue to be governed by the Company's Employee Handbook and the terms of employment with the Company during the entirety of your deputation, in addition to any other condition that the client may propose in conjunction with the Company.

6.0 Holidays and Leave:

6.1 The COMPANY will declare certain number of holidays for festivals and certain nationally important days, the guiding principles being the laws of the land and local practice.

6.2 Leave entitlements will be as per COMPANY rules as would form part of the Employee Handbook or be separately notified.

6.3 You will continue to be governed by the terms of holiday and leave as contained in the Employee Handbook even during the periods while you are deputed to a Client's premises, unless expressly told otherwise by the Company.

7.0 Conflicts of Interest and Confidentiality:

7.1 Information pertaining to the COMPANY's operations shall be kept confidential and safeguarded by you. On joining the COMPANY, a formal agreement to effect non-disclosure of confidential information and intellectual property etc. shall be executed by you. Any Intellectual Property or Patents developed by you during your service will be the property of the COMPANY and the Group Companies. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers in which case you shall keep us indemnified against any breach thereof by you. Similarly, after leaving the services of the COMPANY, you shall keep confidential any proprietary information and technologies, which you were involved with during your service with the COMPANY and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

7.2 During the tenure of your employment with the COMPANY, you are debarred from undertaking any other employment either on full or part time basis and shall not engage in any trade or business or contract or avocation, or honorary work anywhere, whether or not such employment is paid, directly or indirectly without prior permission of the COMPANY. Contravention of this condition will entail termination of your services with the COMPANY without any notice.

7.3 You must not at any time during (except so far as is required for the proper performance of your duties) nor at any time after the termination of your employment with the COMPANY communicate or divulge to any person ("person" shall include a firm or COMPANY or any other undertaking) or make use of or permit any other person to make use of for your own or any other person's benefit any Confidential Information.

7.4 You shall hand over all proprietary material, whether given to you during the course of employment, by the Company or any Group Company or a Client immediately on the termination of your employment or at such time when called upon to do so. Proprietary material includes both tangible material such as laptops, desktops, phones, electronic equipment, documents, etc and intangible material such as software, data in desktops, phones and electronic equipment given to you for the purpose of carrying out your obligations during the course of employment.

7.5 You hereby agree that the restrictions contained in this Clause 7 are necessary for the protection of the Company, its Group Companies and its Clients and that there will be irreparable damage caused to the Company, its Group Companies or its Clients if these terms are breached.

8.0 Deductions from Salary:

8.1 You agree that the COMPANY may at any time deduct, from your salary or any other benefit payable to you, any sum including any overpayment of salary, which in the reasonable opinion of the COMPANY you owe to it whether by reason of any default on your part or otherwise at the time such deduction is made.

9.0 Termination of Employment:

9.1 This agreement of employment may be terminated by One Month's notice written on either side in case of confirmed employees. The Notice Period during the first 3 months of the probationary period stands at 1 week.

9.1.1 Notice Period has to be served in full and no leaves can be adjusted against the notice period.

9.1.2 Either party will have an option of Notice Period buyout by paying the GROSS SALARY for the buyout period computed based on the monthly gross salary. In case of employee opting for Notice period buyout, it is COMPANY's sole discretion to accept or reject such notice period buyout option with or without assigning reason.

9.1.3 The company holds the right to with-hold the full and final settlement till all the relevant documents if the notice period policy is not adhered to.

9.1.4 Exceptions to this policy require written authorization from the respective BU head.

9.2 However, in case of discharge due to misconduct, the notice period and remuneration in lieu of notice will not be applicable. Notwithstanding any other provision of this agreement, your employment will automatically come to an end without notice when you attain the normal retiring age, as set out in Clause 4.4.3 above.

9.3 Your employment may be terminated by the COMPANY without notice under any of the following clauses:

9.3.1 If you become of unsound mind.

9.3.2 If at any time you are prevented by illness or accident or other incapacity from properly performing your duties for a period of six consecutive months or for more than 120 working days in any 12 consecutive months.

9.3.3 If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this Agreement or any other internal policy of the COMPANY.

9.3.4 If you persistently fail or neglect to carry out your duties under this Agreement or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from the COMPANY relating to your conduct and/or performance.

9.3.5 If you commit any act of fraud, dishonesty or conduct (whether or not in the course of your employment) tending to bring yourself, the COMPANY or any Group COMPANY or the Client into disrepute or otherwise to affect prejudicially the interests of the COMPANY or any Group COMPANY.

9.3.6 If you are declared bankrupt, compound with your creditors or enter into a voluntary agreement with your creditors or otherwise become unable to meet your debts and liabilities as and when they fall due.

9.3.7 If you are convicted of any criminal offence.

9.3.8 If you commit an offence relating to insider dealing or are in breach of the rules of any authority or regulatory organization, which apply to you.

9.4 The termination of your employment will not invalidate or affect any claim, which the COMPANY may have against you, nor will it invalidate or affect any terms or conditions of your employment, which are expressed to have continuing effect after the termination of your employment, even if the COMPANY has breached any other terms of your employment.

9.5 On communication of the termination / resignation of your employment with the COMPANY, you will immediately give up to the COMPANY before you are relieved all documents of the COMPANY including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, computer disks,



Confidentiality Status: None

materials, equipment and other property of the COMPANY or any of its customers or clients in your possession and shall not make or retain any copies or extracts of parts thereof.

9.6 On termination of your employment you shall resign without compensation for loss of office from such offices held by you in the COMPANY and any of the Group Companies and from any other offices you may hold as nominee or representative of the COMPANY or any Group COMPANY.

10.0 Restrictions following termination:

10.1 **Protection of Interest:** If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the COMPANY, such development will be fully communicated to the COMPANY and will be and remain sole right / property of the COMPANY.

10.2 You acknowledge that during the course of your employment under this Agreement you will make, maintain and develop personal knowledge of, influence over and valuable personal contacts with clients, staff and third parties. Accordingly, you covenant with the Company that save with the previous express written consent of the Company you will not in the 12 months following the date on which your employment terminates under this Agreement (the Termination Date), directly or indirectly whether as principal, agent, majority shareholder or investor, director, consultant, employee or otherwise on your own behalf or on behalf of any other person, concern, undertaking, firm or body corporate

10.2.1 Deal with, seek employment or engagement with, be employed or engaged by or engage in business with or be in any way interested in or connected with, whether as principal, agent, majority shareholder or investor, director, consultant, employee or otherwise, any Competitor

10.2.2 Solicit business from any client for the purpose of providing to that client services which are the same as or similar to those you have been involved in providing to that client at any time in the six months preceding the Termination Date.

10.2.3 Deal with, seek employment or engagement with, be employed or engaged by or engage in business with any client or work on any account or business of any client of the Company or any Group Company for the purpose of providing to that client services which are the same as or similar to any services which you have been involved in providing to that client at any time in the 6 months preceding the Termination Date.

10.2.4 Solicit or endeavour to entice away from the Company or any Group Company any appointee, officer, consultant or senior or managerial employee of the Company or any Group Company (whether or not such person would commit any breach of his contract of employment



Confidentiality Status: None

or engagement by reason of leaving the service of such company) or knowingly employ, assist in or procure the employment by any other person, concern, undertaking, firm or body corporate of any such person.

10.2.5 Communicate to any person, concern, undertaking, firm or body corporate anything which is intended to or which will or may damage the reputation or good standing of the Company or any Group Company.

10.3 In the event the COMPANY is of the reasonable opinion that you are terminating your employment with the COMPANY to pursue an occupation in violation of this Clause, then the COMPANY reserves the rights to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the COMPANY.

10.4 You will not communicate to any person, concern, undertaking, firm or body corporate anything, which is intended to or which will or may damage the reputation or good standing of the COMPANY or any Group COMPANY.

10.5 You will not at any time following the Termination Date, save with the previous express written consent of the COMPANY, represent yourself as being in any way connected with or interested in the business of the COMPANY or any Group COMPANY.

10.6 If the COMPANY transfers all or any part of its business to a third party ("the transferee") the restrictions contained in this clause 11 shall apply to you with effect from you becoming an employee of the transferee as if references to the COMPANY include the transferee and references to any Group COMPANY were construed accordingly and as if references to clients were to clients of the COMPANY and/or the transferee and their respective Group Companies.

10.7 You hereby agree that at the request and cost of the COMPANY, you will enter into a direct agreement or undertaking with any Group COMPANY whereby you will accept restrictions and provisions corresponding to the restrictions and provisions contained in this Clause 10 (or such of them as may be appropriate in the circumstances) in relation to such services and such areas and for such period as such COMPANY or companies may reasonably require for the protection of its or their legitimate interests.

The restrictions set out in this Clause 10 are without prejudice to your other express, implied duties whether fiduciary, or otherwise owed to the COMPANY or any Group COMPANY.

The COMPANY reserves its rights to add, in future, any further clauses to protect its business interests after giving you a reasonable notice.

11.0 Representations and warranties

11.1 You represent that you have no commitments to former employers or other entities which would restrict you joining the COMPANY and/or fulfilling any duties and obligations set out herein. You also represent and warrant that you have not taken or otherwise misappropriated and do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers. You shall indemnify and hold harmless the COMPANY from any and all claims arising from any breach of the representations and warranties in this Agreement.

11.2 You have furnished to the COMPANY certain documents of qualifications and have made various other representations based on which the COMPANY has employed you. You represent that all documents furnished to the COMPANY and all facts disclosed are true and accurate. You further represent that in addition to the disclosures already made, you have disclosed all material and relevant information which may affect your employment with the COMPANY currently or in the future or may be in conflict with the terms of your employment with the COMPANY, either directly or indirectly. You acknowledge and agree that in the event any of the information provided by you is found to be inaccurate, misleading or false in any manner whatsoever, you shall be subject to appropriate disciplinary action, including but not limited to immediate termination from the services of the COMPANY.

11.3 During the term of this Agreement, you shall not directly or indirectly engage yourself in any other business, occupation or employment, whether or not such activity is pursued for profit, gain or other advantage without the COMPANY's prior express approval and you shall not render any other commercial or professional services or participate in any other commercial activity.

11.4 You acknowledge and agree that notwithstanding the disclosure of any Confidential Information by the COMPANY to you, the COMPANY shall retain title and all intellectual property and any and all other proprietary rights in the Confidential Information and any development, modifications or improvements made to the Confidential Information by you. Nothing in this Agreement shall be construed as granting or conferring any rights by license or otherwise, expressly, implied or otherwise in favour of you over any of the Confidential Information you may have access to.

12. Definitions:

12.1 In this Agreement the following words and expressions shall have the following meanings:

12.1.1 "COMPANY" shall mean the COMPANY or Directors of the COMPANY and, where the context so admits, the person to whom you directly report.

12.1.2 "Competitor" shall mean any person, firm or body corporate which competes with any business of the COMPANY of a kind carried on by the COMPANY or any other Group COMPANY at the Termination Date in which you have been involved on behalf of the COMPANY at any time in the 12 months immediately preceding the Termination Date.

12.1.3 "Confidential Information" shall mean all information not in the public domain concerning the business and/or finances of the COMPANY or any Group COMPANY or any other customers, clients or suppliers of the COMPANY or any Group COMPANY, which you shall have received or obtained at any time by reason of or in connection with your service with the COMPANY or any Group COMPANY including, without limitation: trade secrets; customer/client lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges, budgets, forecasts, reports, Interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports and market share and pricing statistics; and computer software and passwords;

12.1.4 "Group COMPANY" shall mean any COMPANY, which is from time to time a holding COMPANY (as defined by The Companies Act, 1956) of the COMPANY; a subsidiary (as so defined) of the COMPANY or a subsidiary (as so defined) of a holding COMPANY (as so defined) of the COMPANY;

12.1.5 "Group" shall mean the COMPANY and the Group Companies and any of their Branches or affiliates.

13.0 Changes:

13.1 Please note that you are governed by all Rules and Regulations of the COMPANY, which are in force at any given time and the COMPANY reserves the right to modify any of the terms and conditions of service from time to time, which shall be binding on you.

14.0 General:

14.1 This Agreement is in replacement for all previous contracts of service or other arrangements relating to your employment by the COMPANY or any Group COMPANY.

14.2 In the event of one or more of the provisions of these Terms and Conditions being invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

15.0 Laws of Agreement:

15.1 This Agreement shall be governed by and construed in accordance with Laws of India subject to the exclusive jurisdiction of the courts of Bangalore.

16.0 Arbitration:

16.1 Any dispute between the parties hereto shall be referred to arbitration to be held in accordance with the terms of the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of one (1) arbitrator jointly appointed by the Company and You. The seat of arbitration shall be Bangalore, India.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

Panini Balaji
Head - Human Resources

Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before theday of 2016.

Date:

Signature:
Tajsvi Ravindra Jagadee

Ms. Manisha Dinesh More

S. No. 14, Jay Jawan Nagar, Room
No. 264, Yerwada
Pune., 411006

Offer Letter

Dear Manisha,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **C1 Program** under **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

- You will be designated as **Analyst** and your initial place of posting will be **Pune**.
- You will be required to work for five days a week and have two days of leave at any time during the week – your manager will inform you about the same.
- Your initial shift timing will be **1:30 pm to 10:30 pm** which is **subject to change basis the roster for the Program / Process you are assigned to** – your manager will inform you about the same.
- Your date of commencement of employment will be on or before **May 28, 2019**.
- Your Cost to the Company will be **INR 217,440** (As per the enclosed Annexure).
- Deductions applicable: Professional Tax / Income Tax / Transport (As applicable).
- eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1400** will be deductible from your net monthly salary every month.
- Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
- You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 days** notice, with notice being provided by either you or the company.
- During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
- Successful completion of these training and probation period is critical for confirmation of your employment.
- Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

Registered Office:
eClerx Services Ltd.,
(CIN: L72200MH2009PLC125319)
Sonawala Building, 1st Floor, 29 Bank Street, Fort,
Mumbai – 400 023, Maharashtra, India.
Ph: +91 22 6614 8301 | Fax: +91 22 6614 8655
E-mail ID: contact@eclex.com | www.eclex.com

Office Address:
eClerx Services Ltd.,
Block No 1, 5th Floor, Quadron Business Park Limited,
Rajiv Gandhi Infotech Park, Plot No: 28, Hinjewadi Phase II,
Pune – 411 057, Maharashtra, India.
Ph: +91 20 4027 7990
www.eclex.com

- You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
- You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training
- The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
 - Four passport size color photographs.
 - One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - One photocopy of passport / driving license etc. for photo ID.
 - One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
- In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.

You will be required to report on the said date or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

On the day of your joining, you are requested to meet with Ms. Arti Singh from Human Resources team for all joining formalities at our Pune office at 9:00 a.m. (Address: Block No-01, 5th Floor, Quadron business Park, Rajiv Gandhi Infotech Park, Hinjewadi, Phase II, Pune) email: Arti.singh@eclex.com; contact number: +91-20-40277370)

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services Ltd



Andrews Simon
Associate Principal – Human Resources

Manisha Dinesh More

Annexure I

Name: Manisha Dinesh More
Designation: Analyst
Program : C1
Date of Joining: May 28, 2019

SALARY OFFER BREAK-UP	Amount (INR)
Basic Pay	7,550
Conveyance Allowance	1,600
Medical Allowance	1,250
Other Allowance	3,082
Monthly Fixed Compensation	13,482
Retiral Fund	1,618
Monthly Total Compensation	15,100
Annual Total Compensation	181,200
Performance Bonus (Upto)	36,240
Cost To Company	217,440
Gratuity	4,358
Total Cost To Company	221,798

Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation

Other Benefits:

- You will be entitled to earned leaves equivalent to 24 working days per year. At the end of the financial year, 50% of your leave entitlement will be carry forwarded to the next financial year while encashing the rest subject to a maximum limit of 12 leaves.
- All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
- From the annual bonus, a fixed bi-monthly bonus of 2% would be paid to you every two months, post confirmation of your services with the Company. The balance 8% of your annual bonus would be paid basis your performance as evaluated at the end of the financial year. Non-payment of the bi-monthly bonus, if any, may be on account of performance gap, disciplinary action, or client escalation.
- You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
- A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
- If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated

Confidential

Manisha Dinesh More

basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.

- 7. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
- 8. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Shreya Sharma (8879691073) or Pooja Sinha (8879267713)

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Anjali Singh (8558896846)

I have read and understood all the above mentioned points and accept the offer.

Offered By: **Andrews Simon**
Designation: **Associate Principal – Human Resources**

Accepted by: _____

Date: _____

Regd. Off:
Northern Operating Services Pvt. Ltd.
2nd Floor, RM2 Ecospace, Campus 1C,
Sasipur Outer Ring Road
Bangalore - 560 103,
Karnataka, India.
Main - +91 (80) 40178500, Fax - +91 (80) 40178510
CN - U72300KA2005PTC046089

SEZ Unit:
Northern Operating Services Pvt. Ltd.
Tower A, 13th to 16th Floor,
EON Free Zone-II,
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,
Survey No. 72/2/1, Kharadi, Pune - 411 014,
Maharashtra, India.
Main - +91 (20) 48538200, Fax - +91 (20) 48538210



18 Feb 2019

Prachi Sharma
SMQ 814/3 Vayu Sainik Nagar
AFS Lohegaon
Pune 411032

Dear Prachi Sharma

We are delighted to offer you employment with Northern Operating Services Private Limited as **Analyst** in our **Alternative Assets** within the Corporate and Institutional Services (C&I) your official title at Northern will be **Non-Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between **Northern Operating Services Pvt Limited, Tower A, 14th,15th and 16th Floor, EON Free Zone-2, EON Kharadi Infrastructure Pvt. Ltd.- SEZ, S. No. 72/2/1, Kharadi, Pune, 411-014** ("Northern")

And

Prachi Sharma of SMQ 814/3 Vayu Sainik Nagar AFS Lohegaon Pune 411032

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

1. Conditions

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) your agreement to and acceptance (both in writing and electronically where requested) of the attached confidentiality agreement "Confidentiality Agreement";
- (c) should Northern request it, a medical assessment and report satisfactory to Northern;
- (d) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (e) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;
- (f) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;

NTAC:3NS-20



- (g) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (h) you having declared any action taken against you by a regulatory or professional body;
- (i) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);
- (j) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (k) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.

This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

2. Commencement Date

You, Prachi Sharma are employed by Northern as Analyst in our Alternative Assets with effect from **11 Mar 2019** You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

On your first day of employment with Northern you should report to Reception at 8.30 a.m. at:

Pune
Northern Operating Services Pvt Limited, Tower A, 14th,15th and 16th Floor, EON Free Zone-2, EON Kharadi Infrastructure Pvt. Ltd.- SEZ, S. No. 72/2/1, Kharadi, Pune, 411-014

NTAC:3NS-20



- 4. I understand and acknowledge that if I transfer positions or locations between or among Northern Trust Corporation subsidiaries or affiliates, I may be required to sign another, substantially similar Non-Solicitation and Confidentiality Agreement. I agree that the Company may assign this Agreement, and I hereby consent to such assignment and to the enforcement of this Agreement by the Company's successors and assigns. This Agreement and the rights and obligations of the Company and I hereto shall bind and inure to the benefit of any successor or successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.
- 5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Signed:

Name: **PRACHI SHARMA**

Date: **11 MARCH 2019**

Place: **Pune**

NTAC:3NS-20



DEEPSHELL MANAGEMENT PVT.LTD.

Selection Letter

Date: 22/07/2019

To,

Ms.Divya Bhati,

Sub: Selection Letter

Dear Divya,

This is with reference to your application for a position of "Financial Analyst" in our organization and subsequent interview you had with us. We are pleased to inform you that, you have been selected on probation. The details of Salary & employment shall be as discussed with you. You are advised to join us on 1st Aug 2019. The detailed letter of Offer shall be issued to you on completion of Induction Program.

The company reserves the right to conduct background investigations and / or reference checks on all of its potential associates. Your "Selection", therefore, is contingent upon a clearance of such a background investigation and / or reference check if any.

You are advised to bring all the Testimonials / certificates / Latest salary proof / Recent 4 passport size photographs / Residential proof (Current & Permanent)/ Photo ID Proof copy / PAN Card copy/ Relieving letter from your present employer, at the time of joining.

Wish you hearty welcome and wish you best luck in your new assignment.

Thanking you,

For DeepShell Management Pvt. Ltd



Vaibhav Shinde

Human Resource Executive



Regd. Address: Office No. 9 & 9A
6th Floor, City Vista, Down Town,
Near World Trade Center, Kharadi, Pune 411014.

7719077085
CIN No. U74999PN2018PTCL176437

www.deepshellmanagement.com
info@deepshellmanagement.com

BRIJ HR SOLLUTIONS LLP

Private and Confidential

6th June'19

SHALINI KUMARI

Dear Madam,

We are pleased to welcome you to Brij HR Solutions LLP (The Company) in the capacity of Recruitment Trainee your engagement shall be based on the following terms and Conditions. Your engagement with the company shall commence no later than 7th June'19 your place of posting will be at Pune

- Duties:** You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. During your engagement you shall not directly or indirectly appropriate any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the Company. You are instructed not to divulge any confidential information of, with your prior employers or their clients.
- Compensation:** As per detailed Annexure attached.
- Period & Termination:** Your engagement with the company is on an at-will basis. The Company will provide you with 30 Days advance notice of termination of engagement. You likewise will provide the Company with 30 Days advance notice of your termination of the engagement. In cases of gross misconduct or non-performance, the Company reserves the right to terminate your services without notice and no dues would be payable to you.
- Confidentiality:** During the course of your engagement, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and methods of dealings with its customers and employees, and you will also develop relationships of special trust and confidence with the Company's customers and Employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that, both during your engagement and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except with specific approval, in writing, from the Company. Upon conclusion of your engagement, you will promptly return to the Company, all documents and information (including computer generated or stored matters) concerning the Company or its customers or employees.
- Non-Competition and Non-Solicitation:** For a period of one (1) year following the termination of your engagement for whatever reason (which time period shall be extended by the length of time during which you are in violation of this paragraph), you shall not directly or indirectly (1) solicit the business of, or otherwise deal in a manner adverse to





B229 Akshay Complex, Dhole Patil Road, Pune 411001; +91(020) 48603232 info@brij.co.in

Scanned by CamScanner

BRIJ HR SOLLUTIONS LLP

the Company with) or provide any software engineering, consulting or programming services to any customer of the Company (regardless of whether or not you personally dealt with that party during your engagement) (2) solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employees to terminate his or her employment. Your further agree that the Company shall be entitled to injunctive relief as well as damages for any violation by you of paragraphs 4 or 5 of this Agreement (which shall survive the termination of this Agreement and your engagement).

6. **Governing Law:** Paragraphs 3, 4 and 5 are intended to be enforced in accordance with their terms but that such terms shall be deemed modified as necessary so as to render them valid and enforceable to the fullest extent permissible by applicable law. This agreement shall be governed by and construed and enforced in accordance with the laws of Mumbai jurisdiction.

7. **Entire Agreement:** This Agreement represents the entire agreement of the parties and it supersedes all prior statements, discussions and understandings and may be amended only in writing signed by both parties.

The Company reserves the right to vary any of the terms and conditions of engagement in accordance with the changes in its policies and practices under intimation to you.

With warm regards


SHALINI KUMARI

I accept the above offer and will be joining on _____


SHALINI KUMARI

B229 Akshay Complex, Dhole Patil Road, Pune 411001; +91(020) 48603232 info@brij.co.in

Scanned by CamScanner

BRIJ HR SOLLUTIONS LLP

Annexure

Name: SHALINI KUMARI

Designation: Recruitment Trainee

Your monthly service charges would be Rs. 14000 (Fourteen Thousand only)

With warm regards

Brij HR Solutions LLP




B229 Akshay Complex, Dhole Patil Road, Pune 411001; +91(020)48603232 info@brij.co.in

Scanned by CamScanner



XDBS/19-20/APT/9468
November 20, 2019

Ms. Nikita Dahiya
Pune

SUBJECT: LETTER OF APPOINTMENT

Dear Ms. Dahiya,

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. **November 20, 2019** on the following terms & conditions:

- 1. Designation:**
You will be designated as **Demand Generation Executive in the Operations Department.**
- 2. Place of Posting:**

You will be posted in our office at XDBS Private Limited, Pune. You are liable to be transferred to any other Department, Unit, Post or place either in existence or to be set up / established / opened in future either in India or abroad. You are also liable to be sent on deputation for service at any station or in any company, in which XDBSPL or any of its subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically be applicable to you. Non-Compliance of the transfer order shall be an act of misconduct.

Grade:

You will be placed in Grade **E1** as per the structure of the company.

- 4. Remuneration:**
Your monthly compensation details and leave benefits are enclosed in Annexure - A, Page no. 6.

(i) PF Contribution :
A sum equal to 12% of your Basic Salary subject to a minimum of Rs. 1800.00 would be deducted each month towards your contribution towards Provident Fund and a matching contribution towards Provident Fund and a matching contribution as per prescribed rates under The Employees Provident Fund and Miscellaneous Provisions Act 1952 of your Basic Salary would be contributed by the company.

Professional Tax : Professional tax will be applicable as per government rules.



XDBS CORPORATION
2400 Broadway, #130, Redwood City, CA 94063
(844) XDBS-356 | sales@xdbscorp.com

EXPONENTIAL DATA AND BUSINESS SERVICES PRIVATE LIMITED
World Trade Center, Unit No. 312, 3rd Floor, Tower 2, Kharadi, Pune - 411014, Maharashtra, INDIA
+91 7276022673/75776 | info@xdbscorp.com | www.xdbscorp.com
CIN U74999PN2012PTC142957

Name : Nikita Dahiya		Department : Operations		
Emp ID : 17126		Designation : Demand Generation Executive		
S.No.	Particulars	Amount		Remark
A	EARNINGS - FIXED COMPONENTS	Monthly	Annually	
1	Basic	Rs. 5,100	Rs. 61,200	Monthly Bank Transfer - Payroll
2	HRA	Rs. 2,550	Rs. 30,600	Monthly Bank Transfer - Payroll
3	Conveyance Allowance	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
4	Food Allowance	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
5	Management Allowance	Rs. 6,410	Rs. 76,920	Monthly Bank Transfer - Payroll
6	PF - EMPLOYERS CONTRIBUTION	Rs. 612	Rs. 7,344	Employers Contribution towards PF
7	Project Allowance	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
8	Attendance Bonus	Rs. 2,000	Rs. 24,000	Bonus linked to Attendance
9	Bonus Linked Incentives (Variable)	Rs. 8,000	Rs. 96,000	Based on Performance
B	OTHER BENEFITS			
1	Medical Reimbursement	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
2	Car Hire Reimbursement	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
3	Uniform Reimbursement	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
4	Helper Reimbursement	Rs. -	Rs. -	Monthly Bank Transfer - Payroll
5	Gratuity	Rs. 378	Rs. 3,936	As per the Gratuity Act
	Sub Total (A+B)	Rs. 25,000	Rs. 3,00,000	
C	DEDUCTION			
1	PF - EMPLOYERS CONTRIBUTION	Rs. 612	Rs. 7,344	Employers Contribution towards PF
2	PF - EMPLOYEES CONTRIBUTION	Rs. 612	Rs. 7,344	Employees Contribution towards PF
3	ESIC - EMPLOYERS CONTRIBUTION	Rs. -	Rs. -	Employees Contribution towards ESIC
4	ESIC - EMPLOYEES CONTRIBUTION	Rs. -	Rs. -	Employees Contribution towards ESIC
5	Gratuity	Rs. 378	Rs. 3,936	As per the Gratuity Act
6	PROFESSIONAL TAX	Rs. 200	Rs. 2,500	Employee's Contribution towards PT
	TOTAL DEDUCTIONS	Rs. 1,752	Rs. 21,024	
	Monthly Gross (A+B-C)	Rs. 23,248	Rs. 2,78,976	
D	Tax Deduction at Source			
F	Training Deposit:	A fixed sum of Rs.5000/- from the payout of first 30 days will be retained as Training Deposit & the same shall be refunded along with the following month's salary subject to clearing the Training Process Knowledge Test & OJT. For example: If a candidate joins on 16th of September at the salary of (20000INR + Incentives) per month, the training deposit amount to be retained from Sep.16th - Oct. 15th is bifurcated as below: • 16th September to 30th Sep -- Rs.2500 • 1st October to 15th October -- Rs.2500 Rs. 5000 shall be refunded with the October month's salary. --Please note-- No refund of Training deposit shall be made in case the employee has failed to clear the Training Process Knowledge Test & the OJT Program or in case of voluntary or involuntary separation during the Training or OJT program.		



State Street Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MDC Software Technology Park
Talaivade, Tal - Haveli
Pune-411062, India
Tel: 020-30515000/40701000
CIN No: U72200MH2004PTC144362

Date: 9th July 19
Ms. Jyoti Choudhary
Sr no.53, flat no.302 Shri Ganesh Bldg
Kale padal, Hadapsar
Pune 411028

Subject: Employment Letter

Dear Jyoti,

We are pleased to inform that you have been selected for employment with **State Street Syntel Services Pvt Ltd** as **Officer (E0)**. Your total emoluments are **Rs.185000 / One Lakh Eighty Five Thousand-** per annum and are described in "Annexure A". Your salary/ emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.
Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations in which you are currently employed. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

You will be on probation for a period of six months from the date of commencement of your service, which may be further extended at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.
Your employment with the company is subject to termination if you fail to meet up with the necessary training requirements for the project allocated to you.

Either party can terminate this Employment Letter ("Employment Agreement") by providing a written notice or payment of basic pay in lieu of such notice to the other party. The notice period shall be thirty (30) days during probation period and Forty Five (45) days on confirmation. The waiver of Notice period, if any, will be at the final discretion of the Company.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.
The Company shall conduct a background verification of all records/references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".
You are requested to report to duty in our office on **10th July 2019**, at **9:30 am** at the following address: **Unit S-4, Training Room No 1, A-Wing, Plot B-I Software Technology park, MDC, Talavade, Talavade**, failing which this employment offer shall be considered null and void.

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered hereon.
We take this opportunity to welcome you to Syntel family and look forward to a very fruitful association with you.

Yours sincerely
For State Street Syntel Services Pvt Ltd

Head - Global Recruitment Cell
Encl: Annexure A - Remuneration Details; Annexure B - Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer (including Annexure A and B) and shall join the Company on _____
Date & Signature _____

Salary Component	Proposed C11		Current C10	
	Offered Annual Salary	Offered Monthly Salary	Current Annual Salary	Current Monthly Salary
Basic	51000	4250	36000	3000
HRA	25500	2125	18000	1500
Conveyance	0	0	0	0
Food	0	0	0	0
Management	64100	5342	36000	3000
PF - EMPLOYERS CONTRIBUTION	6120	510	6120	510
PF - EMPLOYEES CONTRIBUTION	6120	510	6120	510
ESIC - EMPLOYERS CONTRIBUTION	0	0	0	0
ESIC - EMPLOYEES CONTRIBUTION	0	0	0	0
Gratuity	3780	315	3780	315
PROFESSIONAL TAX	2000	167	2000	167
Total Annual Salary (C11)	94000	7834	56400	4700
Total Annual Salary (C10)	56400	4700	56400	4700
Total Annual Salary (C11) - C10	37600	3134		
Total Annual Incentives / Bonus Total	25000	2083		
Total Annual Salary (C11) - C10 + Incentives/Bonus	62600	5187		
Net Annual Salary (C11) - C10	62600	5187		
Total Annual Salary (C11) - C10 - PF - EMPLOYERS CONTRIBUTION	62600	5187		
Total Annual Salary (C11) - C10 - PF - EMPLOYEES CONTRIBUTION	62600	5187		
Total Annual Salary (C11) - C10 - ESIC - EMPLOYERS CONTRIBUTION	62600	5187		
Total Annual Salary (C11) - C10 - ESIC - EMPLOYEES CONTRIBUTION	62600	5187		
Total Annual Salary (C11) - C10 - Gratuity	62600	5187		
Total Annual Salary (C11) - C10 - Professional Tax	62600	5187		

Annexure A-Remuneration Details

Name : Jyoti Choudhary Designation: Officer - KPO Grade: E0		
Compensation Components	Monthly (Rs.)	Annual (Rs.)
Salary & Allowances		
Basic Salary	5927	71120
House Rent Allowance	2963	35560
Bonus	2400	28800
Special Allowance	2192	26304
Conveyance Allowance	600	7200
Total Salary & Allowances (A)	14082	168984
Company's Contribution to Provident Fund (PF) (B)	1335	16016
Total Cost To Company C = (A+B)	15417	185000
Notes:		
(1) Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.		
(2) Company's Contribution to PF is @ 12% and is calculated on the sum of Basic Salary, Special Allowance, Bonus & Transport or Rs. 1800/- per month whichever is lower.		
(3) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.		
(4) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.		
(5) As per the Company policy, you will be covered under a company provided Medical Insurance.		
Adarsh Krishna Head - Global Recruitment Cell		

Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai - 400708, India. T.: +91 22 6704 6402

Ref No.: OL/022019/NP/2148/29

February 14, 2019

Ms. Neha Panjwani
Flat no.14, B Building, Dhanraj Complex,
Pimpri,
Pune - 411017

Subject: OFFER LETTER

Dear Neha,

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

We are pleased to offer you the position of Trainee Associate. You will be working for our Managed Process Services department and your reporting structure will be informed to you after your joining with us.

However, the position is transferable as per project requirement across the country.


Your salary details are given in Annexure - A which is attached to this letter.

At the time of joining, you will be required to show originals and submit documents mentioned in the Annexure - B.

We expect your tentative date of joining to be February 18, 2019. Please sign the copy of this offer letter as token of your acceptance.

We congratulate you on your selection and look forward to a long and fruitful association with you.

For Accelya Kale Solutions Limited


Digitally Signed on
14 Feb 2019 18:58:19
Monica Saxena
Vice President - Human Resources

Enclosed:

- Annexure - A (Salary Details)
- Annexure - B (List of documents)

Accelya Kale Solutions Limited (formerly known as Kale Consultants Limited) CIN: L74140PN1986PLC041033
3rd Floor, Modi House, Naupada, Eastern Express Highway, Thane (W) Mumbai 400602 India
T + 91 22 6780 8888 F + 91 22 6780 8899 E-mail: info@accelya.com
Regd. Office: Accelya Enclave, 685/2B & 2C, 1st Floor, Sharada Arcade, Satara Road, Pune - 411037 India
www.accelya.com

Scanned by CamScanner

ANNEXURE - A

Name: Neha Panjwani Date of Joining: February 18, 2019
Main Division: Managed Process Services Location: Pune
Designation: Trainee Associate

Remuneration Details	(INR) Per Month	(INR) Per Annum
Basic Salary	10,200	122,400
House Rent Allowance	3,984	47,805
Education Allowance	0	0
Special Allowance	0	0
Statutory Bonus	2,040	24,480
Fuel Reimbursement	0	0
Total Monthly Fixed Remuneration	16,224	194,685
Retiral Benefits		
Provident Fund	1,224	14,688
Annual Benefits		
Leave Travel Allowance (LTA)		0
Gift Card		0
Gross Salary		209,373
Insurance Benefits		
CFMP		0
PAIS		162
GTLIS		670
Statutory Benefits		
ESI		9,248
Gratuity		5,885
Variable Pay		
Individual Performance Linked Incentive (IPLI)*		0
Company Performance Linked Incentive (CPLI)*		0
Team Performance Incentive (TPI)*		0
Sales Linked Incentive (SLI)*		0
Cost To Company (CTC)		225,338

*Note: This is only an indicative amount and actual payment may differ based on the calculation as per Performance Linked Annual Incentive, Team Performance Incentive & Sales Linked Incentive policy respectively
Non Reimbursable Benefits:
PAIS (Personal Accident Insurance Scheme): Coverage of INR 600000/-
CFMP (Corporate Floater Mediclaim Policy): Coverage of INR 200000/-
GTLIS (Group Term Life Insurance Scheme): Coverage of INR 800000/-
ESI is as per "The Employee's State Insurance Act, 1948"
Gratuity is as per "The Payment of Gratuity Act, 1972"
Statutory Bonus is as per "The Payment of Bonus Act, 1965"

(Neha Panjwani)

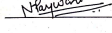
Accelya Kale Solutions Limited (formerly known as Kale Consultants Limited) CIN: L74140PN1986PLC041033
3rd Floor, Modi House, Naupada, Eastern Express Highway, Thane (W) Mumbai 400602 India
T + 91 22 6780 8888 F + 91 22 6780 8899 E-mail: info@accelya.com
Regd. Office: Accelya Enclave, 685/2B & 2C, 1st Floor, Sharada Arcade, Satara Road, Pune - 411037 India
www.accelya.com

Scanned by CamScanner

ANNEXURE - B

- Mark sheets and Certificates from SSC till Graduation/Post Graduation
- Degree Certificates of Graduation/Post Graduation
- Certificates for any additional courses/degree pursued (if any)
- Proof of Age (Birth Certificate, School Leaving Certificate, etc.)
- 4 Colored photographs (Passport Size)
- Individual full length photograph for E.S.I.C (only If applicable)
- Appointment letter from current employer
- Pay slips/Proof of latest salary drawn
- Latest letter of Appraisal/Increment (if any)
- Relieving Letter from the current & all previous employer(s)
- Experience/Service Certificates from all Previous employer(s)
- PAN Card
- Passport
- Current & Permanent residence address proof (Ration Card/Electricity Bill/Passport)

I will be showing originals & submitting photocopies of the above mentioned documents at the time of joining.

Signature: 
Name: Neha Panjwani
Location: Pune

Accelya Kale Solutions Limited (formerly known as Kale Consultants Limited) CIN: L74140PN1986PLC041033
3rd Floor, Modi House, Naupada, Eastern Express Highway, Thane (W) Mumbai 400602 India
T + 91 22 6780 8888 F + 91 22 6780 8899 E-mail: info@accelya.com
Regd. Office: Accelya Enclave, 685/2B & 2C, 1st Floor, Sharada Arcade, Satara Road, Pune - 411037 India
www.accelya.com

Scanned by CamScanner



ABHISHEK ENGINE VALVES & COMPONENTS PVT. LTD.

Manufacture & Supply of I. C. Engine Valves, Machined Metal Components, Automobile Forging.

Regd. Office : 68/E-1, B. U. Bhandari "Skyline" Dattanagar, Pune - Alandi Road, Dighi, Pune-411015. (Maharashtra, India). Telephone/Fax No.(020) 27157400

Ref. No. :

Date :

Subject: Appointment Letter

Date : 27.08.2018

Dear Mrs. Rakhi Balasaheb Shendge

We are pleased to inform you that you have been appointed as **Trainee Engineer – "Production, Development & Purchase"** through a at campus interview from **SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS (SVIMS)** and will be on probation in our organization with effect from 4th Sep 2018 on the following terms and condition.

- Your probation period will be for duration of twelve months till 3rd Sep 2019.
- During this period you will get an all inclusive consolidated monthly Salary of Rs. 35,000/-.
- You will be responsible for Production, Development & Purchase for our product (I.C. Engine Valves).
- At the end of your probation period, we will review your performance and based upon that your future employment terms will be finalized.
- During the probation period, should you desire to resign from the services of the company, it will be necessary for you to give one month notice in writing to that effect.
- In case, you leave the services without giving one-month notice, we shall have to deduct an amount equivalent to one-month salary from the amount due to you.
- During the period of your employment with us you shall not engage yourself directly or indirectly with or without remuneration on whole time or part time basis in any trade, business occupation or employment.
- You will abide by all rules and regulations made by the company from time to time.
- You shall ensure confidentiality of all information, which you may be privy to, during the course of your probation period.
- Please sign the duplicate copy of this letter in token of acceptance of the above terms, conditions and understood the same and return the same to us for our record and at the time of joining please submit 2 passport size color photographs.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Thanking you.

Yours faithfully,

For Abhishek Engine Valves & Components Pvt. Ltd.


 Ajay Athavle
 CEO

 Aravind Goud
 HR



I accept this offer
Signature of Employee: Date:

Works Gat No. 93, Alandi-Markal Road, Village-Dhanore, Tal. Khed, Dist. Pune - 412105. Telephone : (02135) 202561 / Mob: 9822174426 E-mail : abhishekvales@gmail.com



ABHISHEK ENGINE VALVES & COMPONENTS PVT. LTD.

Manufacture & Supply of I. C. Engine Valves, Machined Metal Components, Automobile Forging.

Regd. Office : 68/E-1, B. U. Bhandari "Skyline" Dattanagar, Pune - Alandi Road, Dighi, Pune-411015. (Maharashtra, India). Telephone/Fax No.(020) 27157400

Ref. No. :

Date :

Subject: Appointment Letter

Date : 27.08.2018

Dear Mrs. Rakhi Balasaheb Shendge

We are pleased to inform you that you have been appointed as **Trainee Engineer – "Production, Development & Purchase"** through a at campus interview from **SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS (SVIMS)** and will be on probation in our organization with effect from 4th Sep 2018 on the following terms and condition.

- Your probation period will be for duration of twelve months till 3rd Sep 2019.
- During this period you will get an all inclusive consolidated monthly Salary of Rs. 35,000/-.
- You will be responsible for Production, Development & Purchase for our product (I.C. Engine Valves).
- At the end of your probation period, we will review your performance and based upon that your future employment terms will be finalized.
- During the probation period, should you desire to resign from the services of the company, it will be necessary for you to give one month notice in writing to that effect.
- In case, you leave the services without giving one-month notice, we shall have to deduct an amount equivalent to one-month salary from the amount due to you.
- During the period of your employment with us you shall not engage yourself directly or indirectly with or without remuneration on whole time or part time basis in any trade, business occupation or employment.
- You will abide by all rules and regulations made by the company from time to time.
- You shall ensure confidentiality of all information, which you may be privy to, during the course of your probation period.
- Please sign the duplicate copy of this letter in token of acceptance of the above terms, conditions and understood the same and return the same to us for our record and at the time of joining please submit 2 passport size color photographs.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Thanking you.

Yours faithfully,

For Abhishek Engine Valves & Components Pvt. Ltd.


 Ajay Athavle
 CEO

 Aravind Goud
 HR



I accept this offer
Signature of Employee: Date:

Works Gat No. 93, Alandi-Markal Road, Village-Dhanore, Tal. Khed, Dist. Pune - 412105. Telephone : (02135) 202561 / Mob: 9822174426 E-mail : abhishekvales@gmail.com

PODRONES LOGISTICS PVT LTD

CIN NO : U74999PN2017PTC173309 PAN NO : AAJCP6164Q

Dec 24, 2018

To

Ms Akshada Lalubangaria,
Hadapsar, Pune

Sub: Appointment Letter

Dear Ms. Akshada,

This is with reference to your application and subsequent discussion and interview, we are happy to offer your employment in our Organisation as **Customer Service Officer**. Your employment will be effective from the day you report for duty, which should not be later than Dec 25th, 2018.

- Your initial posting will be at our Pune Office. Your appointment is subject to transfer to any of our Branches/ office depending on the requirement of the organisation.
- Your services shall be confirmed after 3 Months of satisfactory service.
- You will be governed by the policies and service conditions and code of Conduct of the organisation. The service conditions governing your employment shall be subject to alterations/modifications/additions from time to time without notice.
- The remuneration package on an all-inclusive Cost to Company will be Rs. 18,000/- per month (Rs 2.16 Lacs per annum).
- Incentives will be paid as per Company policy declared as & when for the same.
- Your appointment made shall be subject to your initial and continuing check of your credentials such as educational qualification, personal details etc as found bonafide and acceptable to the organisation.
- Your services may be terminated by the organisation by giving one month notice or payment of amount equal to one month 'pay' in lieu of notice period.
- In case you tender resignation, one month's notice is required.
- You are requested to submit updated resume, 2 photographs, educational qualifications (to be verified in original), last salary slip and acceptance of this offer letter by 25th Dec, 2018.

We look forward to a long association and wish you a great career within the organisation.

Yours faithfully,

FOR PODRONES LOGISTICS PVT. LTD.



Authorised Signatory

Date : 24th Dec 2018


Sadhu Vaswani Institute of Management Studies for Girls
 Approved by AICTE - Affiliated to SPPU - NAAC Accredited with B+ Grade
 ISO 9001:2015 Management Institute

2018-2019
Students Pursuing Higher Education
Report
NIL