



Sadhur 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 - 2019 Pattern] Academic Year: 2022-2023

Students Placed	27
Students who have Become Entrepreneurs	4
No of Students Progressing to Higher Education	0
Total	31

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. Neha Gopal Sharma	Fikkar Innovations Pvt. Ltd, H. No 79 Sr No 27 Lane No 12 Near Vishranti Chowk Jai Bhavani Nagar Aurangabad Contact@Fikkar.Com	360000
2	Ms. Alamchandani Isha Kamlesh	Zensar Technologies Ltd, Knowledge Park, Second Floor, Wing 2, Cluster C, EON Free Zone Kharadi Plot No. 1 S, 77, MIDC, Kharadi, Pune, Maharashtra 411014, Ph. No 2066074000	240000



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
3	Ms. Shinde Bhagyashree Adinath	Zi Metrics Technologies Private Limited Giga SPACE IT PARK, Clover Park, Viman Nagar, Pune, Maharashtra 411014, M 9175 960133	240000
4	Ms. Valbhani Namita Radhakrishna	Qspiders, The Hub, 4th Floor, Dange Chowk Rd, Jai Hind Nagar, Thergaon, Pune, Maharashtra - 411033 M 9686700900	240000
5	Ms. Gunjan Vasudev Pamnani	Golden Bricks Developers Survey No. 296, GOLDEN NEST APARTMENT, Divine Homes 2, 2, Porwal Rd, Nimbalkar Nagar, Lohegaon, Pune, Maharashtra 411047 M 9997025875	300000
6	Ms. Vipashyana Sonawane	Boyd And Moore, Block-D, Novotel Hotel 1f, Viman Nagar, Pune, Maharashtra Ph. No 020 6787 8888	300000
7	Ms. Bhojwani Jaya Umesh	Teamlease Digital Pvt Ltd, Nucleus Mall, No.509, 5th, 1st Church Rd, Camp, Pune, Maharashtra 411001 Ph. No 20 49133000	420000
8	Ms. Chhajed Anisha Anil	Crisil Ltd. (On The Payroll of Randstad), -3 Ground and First Floor Nepro SEZ, Blue Ridge Town Pune, Phase 1, Hinjewadi Rajiv Gandhi Infotech Park, Hinjewadi, Pimpri-Chinchwad, Maharashtra, 411057 Ph. No 020 4200 8000	320000
9	Ms. Chavan Neelam Deepak	Enosis, Shopper Orbit, 109, Alandi Road, Vishrantwadi, Pune, Maharashtra 411015 · ~4.6 Km M 077570 12054	240000
10	Ms. Asawari Kisan Nawale	Investronaut, Office No. 410A, City Point, F Plot No. 188, Boat Club Road, Pune – 411 001 M 090215 21237	384000



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. Mitali Vikas Ukey	Health Ledger Diagnostics Pvt Ltd, SR. No. 213, First Floor, Rishi House, Plot 65, Hindustan Estate, Road No. 13, Kalyani Nagar, Pune- 411006 M 91609075555	480000
12	Ms. Rutuja Hansraj Parkhi	Sage Automation Group (India) Pvt. Ltd, Pune (Region Head Office and International Engineering Projects Division) Ph. No 1300007243	240000
13	Ms. Maanshri Jaiswal	Syska Led Lights Pvt. Ltd. address: NO. 2, New Airport Rd, Mhada Colony, Viman Nagar, Pune, Maharashtra 411014, Ph. No 20 40131000	220000
14	Ms. Shreya Vibhute	Zi Metrics Technologies Private Limited, GIGA SPACE IT PARK, Clover Park, Viman Nagar, Pune, Maharashtra 411014, M 9175 960133	240000
15	Ms. Rajsee Sarwate	Sekel Technologies Private Limited, Creativity Mall L, 91Springboard, Yerawada, Pune, Maharashtra 411006 M 080679 47284	300000
16	Ms. Shaikh Safaa Firoz	Sekel Technologies Private Limited, Creativity Mall L, 91Springboard, Yerawada, Pune, Maharashtra 411006 M 080679 47284	300000
17	Ms. Sungat Aichal Sunil	IBM India Pvt. Ltd. (On The Payroll of Randstad), 191A/2A/1/2, Loop Rd, Off Airport Road, Next to Don Bosco School, Shastri Nagar, Yerwada, Pune, Maharashtra 411006 Ph. No 91 44 66227000	290000
18	Ms. Shendge Arati Balasaheb	Vishwa Laboratories Pvt. Ltd, 151, Magarpatta Rd, Magarpatta, Hadapsar, Pune, Maharashtra 411028 M 080 4700 9671	360000



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
19	Ms. Yamarapu Riya Prasadrao	IBM India Pvt. Ltd. (On The Payroll of Randstad), 191A/2A/1/2, Loop Rd, Off Airport Road, Next to Don Bosco School, Shastri Nagar, Yerwada, Pune, Maharashtra 411006	290000
20	Ms. Kavita Farindar Yadav	Amazon B-2, Nagar Rd, Somnath Nagar, Wadgaon Sheri, Pune, Maharashtra 411014 M 0866 437 9078	210000
21	Ms. Jadhav Sanjana Snehal	Syska Led Lights Pvt. Ltd Address: No. 2, New Airport Rd, Mhada Colony, Viman Nagar, Pune, Maharashtra 411014 Ph. No 020 40131000	280000
22	Ms. Salomi Gore	Ellora Infotech Pvt Ltd, Mayur Sanjay Nandan Basement Vinayak Apt Nr Raja Shivaji Kendra Nashik Nashik MH 422007 In Ph. No 03156 880 681	360000
23	Ms. Ramnani Bhavna Ashok	Eclerx, Hinjewadi Rajiv Gandhi Infotech Park 4 Wing-A, Embassy Techzone Plot no. 3, Rhine Building 1.5, A Wing, 2nd Floor, Phase 2, Hinjawadi Rajiv Gandhi Infotech Park, Hinjawadi, Pimpri-Chinchwad, Maharashtra 411057 M 8888515099	220000
24	Ms. Merlin Martin	SG Analytics, 601 & 602, 6th Floor, 2nd Wing, Cluster C, DP FarMs. Road, EON Free Zone, Kharadi, Pune, Maharashtra Ph. No 020 6730 7200	360000
25	Ms. Vatare Aditi Vijay	Conviction HR, Mind Space, B Wing" 02,03,04,06,07 Kemp Plaza, Opposite Magnus Tower, Malad West, Mumbai, Maharashtra 400064 Ph. No 022 4004 5249	192000
26	Ms. Farzin Khan	Maven Biztech, Clover Metropole Office 202, 2nd Floor NIBM, Mohammad Wadi Rd, Kondhwa, Pune, Maharashtra ~7.3 Km Ph. No (619) 822-2199	420000



Sr. No.	Name of Student Who has been Placed	Name of the Employer with Contact Details	Pay Package at Appointment (In INR Per Annum)
27	Ms. Rutuja Walke	Conviction HR, Mind Space, B Wing" 02,03,04,06,07 Kemp Plaza, Opposite Magnus Tower, Malad West, Mumbai, Maharashtra 400064 Ph. No 022 4004 5249	192000

List of Students who have Become Entrepreneurs		
1	Ms. Abina Fatimson	Maria Aquacon Pvt.Ltd
2	Ms. Shreya Gajanan Tupe	Ankur Foundation & NARI (NGO Registration in process) 9763279193
3	Ms.. Puneekar Pratiksha Chandrash	NARI (NGO Registration in Process) 8329636147
4	Ms.. Isha Khandekar	Consultant

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	

B. H. Nanwani

Dr. B. H. Nanwani

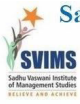
Director

DR. B. H. NANWANI

DIRECTOR

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





Sadhu Vaswani Institute of Management Studies for Girls

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ISO 9001:2015 Management Institute

2022-2023
Appointment Letters/Offer Letters of
Students
Placed/Self Employed

FIKKAR INNOVATIONS PRIVATE LIMITED

CIN No. - U31905PN2022PTC212252 § DIPP No. - DIPP104026

OFFER LETTER

Date: 27th March 2023

To
Miss. Neha Gopal Sharma
B 10, Omkar Appt, Prasad Colony Road,
Jathar Peth, Akola- 444001
Phone No: +91-8208822107

Sub: Offer Letter

Dear Neha,

On behalf of FIKKAR Innovations Pvt. Ltd. I am delighted to offer you the position of HR Manager at Fikkar innovations pvt Ltd. Your skills, qualifications and experience impressed us and we believe that you will be a valuable asset to our organization.

Your joining date is 4th April 2023. You will be working for 8 hours a day. During your employment, you may come across confidential business information. By accepting this employment offer, you acknowledge that you must adhere to the company's confidentiality policy. We are offering you 3.6 Lac per annum. The compensation structure is enclosed for your reference as Annexure. Additionally if you choose to accept this offer, you will require to sign a contract with the company of minimum period of two year. During this period you will not be allowed to leave the company without giving a two month notice period. The terms and conditions of contract will provide to you upon acceptance of this offer. In this role, you will report directly to **Mr. Rahul Andhale**. Please be sure to send an email with the NDA and accepted offer letter on your first day to complete your profile.

Please note that this offer is revocable and is subject to the successful completion of all pre-employment requirements. Please be aware that company reserves the right to terminate your employment at any time with or without notice. We evaluate our employee's performance regularly and base promotions on their performance. Therefore promotion opportunities are available to employees who excel in their job Roles and demonstrate dedication and hard work.

FIKKAR INNOVATIONS PRIVATE LIMITED

CIN No. - U31905PN2022PTC212252 § DIPP No. - DIPP104026

During your employment with FIKKAR Innovations Pvt. Ltd, you may have access to trade secrets, confidential or proprietary business information, banking credentials, and fund access belonging to Fikkar. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of FIKKAR Innovations Pvt. Ltd. Also, you agree that at upon completion of your employment, you will promptly return any company-issued property and equipment, along with information and documents belonging to the company.

This offer letter represents the full extent of the employment offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact our HR department at hr@fikkar.com. Please review this letter in full, and sign and return it via email to the same email to confirm your acceptance of the position. We look forward to having you begin your career at FIKKAR Innovations Pvt. Ltd. and wish you a successful employment.

On acceptance of the terms and conditions as per this offer letter, you will be able to terminate your employment without any notice, but if you want to leave, you need to give the company 1 months' notice. During the notice period, you will not be able to take any leave.

We welcome you to join the company and would be happy if you could sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the company and submit it on your first day.

If you have any questions, please clarify them with the undersigned.

With regards,

Mr. Rahul Andhale
CEO & Founder



Miss Shital Rajput
HR Head

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

I will join on...

Name: Neha Sharma

Signature: [Signature]

Date: 4/4/23

FIKKAR INNOVATIONS PRIVATE LIMITED

CIN No. - U31905PN2022PTC212252 § DIPP No. - DIPP104026

Annexure

Components	Monthly (INR)	Annual (INR)
Basic	15000	180000
HRA	7500	90000
LTA	1500	18000
Other Allowances	6000	72000
Total Gross Salary	30000	360000
PF Employer contribution	0	0
Gratuity Employer contribution	0	0
Total CTC	30000	360000
Salary Deduction		
PF Employee Contribution	0	0
Professional tax	300	2500
Take Home Salary	29700	357500

Note: The company can vary on the company and the way it would want to structure the salary.

Swarnan
03/IV/2023

FIKKAR INNOVATIONS PRIVATE LIMITED
CIN No. - U31905PN2022PTC212292 | DIPP No. - DIPP104026

Date: 3rd April 2023

To,
Ms. Neha Sharma

Sub: Appointment Letter

Dear Neha,


We are pleased to inform you that you have been appointed as the HR Manager at Fikkar Innovations (P) Ltd. We congratulate you on your new position and look forward to your valuable contribution to the growth and success of our company.

Your joining date is 4th April 2023. Please report to the HR department at our office located at 2nd floor, Bhau Institute building, COEP North Campus, Shivaji Nagar, Pune at 9:30 AM on your first day.


Your initial salary will be 30000 per month, subject to applicable deductions and taxes. You will also be entitled to other benefits as per the company's policy. The working days will start normally from Monday and ends on Friday. The working hours for your profile will be from 10AM to 6PM.


We trust that you will find your employment with us both challenging and rewarding. We wish you all the best for a successful career with Fikkar Innovations (P) Ltd.

Sincerely,



Mr. Rahul Andhale
CEO & Founder





Miss Shital Rajput
HR Head

Head office - Office No. - 104, L Plaza, Z Corner, Keshav Nagar, Mundhwa, Pune - 411036
Registered Office - 79/27, N-4, Cidco, Aurangabad, Maharashtra, India - 431001

contact@fikkar.com | www.fikkar.com | fikkar | @fikkar.india | fikkar.india | fikkar.india


Fikkar Innovations (P) Ltd

2nd floor, Bhau Institute building, COEP North Campus, Shivaji Nagar, Pune


Pay Slip for April 2023

Name of the Employee	Neha Gopal Sharma	UAN	-
Employee ID	17132022013	PF No	-
Designation	HR Manager	ESI No	-
Department	Human Resource	Bank Name	BOB
DOJ	4 th April 2023	Bank A/C No	30110100010884
Total Working Days	30	Paid Days	26
LOP days	4	Leaves Taken	6

Earnings		Deductions	
Basic Wage	₹15000	EPF	₹0.00
HRA	₹7500	Professional Tax	₹300
Leave travel Allowances	₹1500	Unpaid Leaves	₹4000
Medical Allowances	₹0.00	ESI/Health insurance	₹0.00
Other Allowances	₹6000		
Total Earnings	₹30000	Total Deductions	₹4300
Net Salary		₹25700	



Employer Signature



Employee Signature

zensar™

Ref: 0090162 / 2515404

22-Jul-2022

Ms. Isha Alamchandani

Dear Isha,

We are pleased to award you an Intern assignment in our organization. The terms and conditions of this assignment are as follows:

- This assignment will be for a period, beginning from 1-Aug-2022 till 31-Jan-2023.
- The duration of the assignment may be extended on the basis of the status of the assignment that time and upon mutual discussion at the end of the above stated duration.
- You will be available to our company in Pune or any of its branches and associate offices around the country as per the requirement of the assignment.
- You will report to Priyanka Moniz in the company during the tenure of this assignment.
- It is agreed that the number of hours, which you may have to put in for completing this assignment under normal conditions, shall be around 45 hours a week.
- Either party can terminate this assignment at any time, by giving **One Month notice** to the other in writing.
- Your professional charges will be paid to you once a month, on your raising a demand note on Zensar Technologies Ltd. The agreed monthly professional fee for your service is **Rs.20,000/- Per Month (Rupees Twenty Thousand Only)**. The tax on this amount will be deducted at applicable rates at source.
- This is a purely Project Intern arrangement and should not be construed as or does not confer upon you an employee status.
- Confidentiality:** You agree at all times during the term of your internship with our Company and thereafter (without limit of time):
 - Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
 - Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company.

An **RPG** Company

CIN: L72200PN1963PLCO12621 | www.zensar.com

+ (20) 6607 4000, 2700 4000

+ (20) 6605 7888

Zensar Technologies Limited, Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

zensar™

- You agree to return to Company all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your Assignment.
- "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to: research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this Assignment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this Agreement herein you agree to execute a Non Disclosure Agreement with the Company.

Any breach of this provision shall be treated as a gross violation of the terms herein and your Assignment are liable to be terminated without notice.

10. Intellectual Property

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your Assignment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this Assignment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your Assignment to the company.
- You agree at the Company's expense, to provide, during and after the Assignment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company.


An **RPG** Company

CIN: L72200PN1963PLCO12621 | www.zensar.com

+ (20) 6607 4000, 2700 4000

+ (20) 6605 7888

Zensar Technologies Limited, Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagar Road, Pune 411014

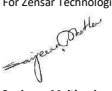


11. Other Terms and Conditions:

- You agree not to undertake employment, whether full-time or part-time of any other organization/ entity engaged in any forms of business activity without the consent of Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
- You will read, sign and return to the Company the code of work ethics document and abide by it to all your day to day transaction in the Company during your Assignment and post termination for whatsoever reasons.

This Agreement is given to you in duplicate. Please sign and return one of the copies in acceptance of the Assignment on the above said terms.
We look forward to a meaningful and mutually satisfying professional relationship.


Sincerely yours,
For Zensar Technologies Ltd.



Sanjeeva Maithani
Vice President – Human Resources

An **RPG** Company

CIN: L72200PN1963PLCO12621 www.zensar.com Zensar Technologies Limited, Zensar Knowledge Park, Plot No. 4, MIDC Kharadi, Off Nagari Road, Pune 411014
 +(20) 6607 4000, 2700 4000
 +(20) 6605 7888



NEW BOMBAY COLLECTION

1st Floor, Near Gandhi Statue, Opp. Nandigram Market, Vazirabad, Nanded.
Phone No. - 9765557999


DATE: 20/07/2023

To,
The Director,
Sadhu Vaswani Institute of Management Studies for Girls,
6, Koregaon Road, Pune – 411001

Kind Attention: Dr. B. H. Nanwani
Subject: Miss. Isha Alamchandani's Commitment to Family Business
Respected Ma'am,

We are pleased to inform you that, Miss Isha Alamchandani, student of Sadhu Vaswani Institute of Management Studies would be joining the family business post her examination dated 01 September, 2023.

She would be positioned as the store in charge for our business. Her responsibility would be co-ordinate and manage various activities within the business. This will help her better understand various functionalities in the business line and with her innovative thought process we will together contribute towards the growth of our business.



Authorized Signatory
Riya Alamchandani

New Bombay Collection
Proprietor

भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

MSME
सूक्ष्म, लघु एवं मध्यम उद्यम
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

UDYAM REGISTRATION CERTIFICATE

UDYAM REGISTRATION NUMBER: UDYAM-MH-21-0046986
NAME OF ENTERPRISE: NEW BOMBAY COLLECTION

S.No.	Classification Year	Enterprise Type	Classification Date
1	2023-24	Micro	17/06/2023

MAJOR ACTIVITY: **TRADING**
[For availing benefits of Priority Sector Lending(PSL) ONLY]

SOCIAL CATEGORY OF ENTREPRENEUR: **GENERAL**

NAME OF UNIT(S): NEW BOMBAY COLLECTION

S.No.	Flat/Door/Block No.	Name of Premises/ Building	Address
1	NEAR GANDHI STATUE	NEAR GANDHI STATUE	NEAR GANDHI STATUE

OFFICIAL ADDRESS OF ENTERPRISE:
Village/Town: NANDED, Block: VAZIRABAD, City: NANDED
Road/Street/Lane: VAZIRABAD, District: NANDED, Pin: 431601
State: MAHARASHTRA, Email: newbc1972@gmail.com
Mobile: 9765557999

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE: 15/06/2023

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS: 15/06/2023


S.No.	SIC 2 Digit	SIC 4 Digit	SIC 5 Digit	Activity
1	47 - Retail trade, except of motor vehicles and motorcycles	4711 - Retail sale of clothing, footwear and leather articles in specialized stores	47111 - Retail sale of ready-made garments, hosiery goods, other articles of clothing and clothing accessories such as gloves, ties, braces etc.	Trading

DATE OF UDYAM REGISTRATION: 17/06/2023

* In case of graduation (upward/reverse) of status of an enterprise, the benefits of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the Mo MSME.
Disclaimer: This is computer generated statement, no signature required. Printed from https://uhm-ur.registration.gov.in & Date of printing - 17/06/2023

For any assistance, you may contact:
1. District Industries Centre: NANDED (MAHARASHTRA)
2. MSME-DFO: MUMBAI (MAHARASHTRA)

Visit : www.msme.gov.in ; www.dcmsme.gov.in ; www.champion
Follow us @minmsme & @msmechampi



B CHAI
with
Mini
MS

New Bombay Collection
Proprietor

भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small and Medium Enterprises

MSME
सूक्ष्म, लघु एवं मध्यम उद्यम
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

Udyam Registration Number : UDYAM-MH-21-0046986

Type of Enterprise	Major Activity	TRADING [For availing benefits of Priority Sector Lending(PSL) ONLY]
MICRO	Proprietary	NEW BOMBAY COLLECTION

Type of Organisation	Name of Enterprise	PAN
Proprietary	NEW BOMBAY COLLECTION	ADUPA4853E

Owner Name	PAN	Mobile No.
SMT RIYA KAMLESH ALAMCHANDANI	ADUPA4853E	9765557999

Do you have GSTIN	Mobile No.	General
No	9765557999	General

Email Id	Social Category	Gender	Specialty Aided(DIVYANG)
newbc1972@gmail.com	General	Female	No

Date of Incorporation	Date of Commencement of Production/Business
15/06/2023	15/06/2023

Bank Details

Bank Name	IFS Code	Bank Account Number
HDFC BANK	HDFC0001016	10161000015310

Employment Details

Male	Female	Other	Total
2	0	0	2

Investment in Plant and Machinery OR Equipment (in Rs.)

S.No.	Financial Year	Enterprise Type	Written Down Value (WDV)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices	Net Investment in Plant and Machinery OR Equipment [(A)+(B)]	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A)-(B)]	Is ITR Filled?	ITR Type
1	2021-22	Micro	0.00	0.00	0.00	0.00	0.00	0.00	No	NA

Unit(s) Details

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District
1	NEW BOMBAY COLLECTION	1	NEAR GANDHI STATUE	NANDED	VAZIRABAD	VAZIRABAD	NANDED	431601	MAHARASHTRA	NANDED

Official address of Enterprise

Flat/Door/Block No.	Name of Premises/ Building	Address
1	NEAR GANDHI STATUE	NEAR GANDHI STATUE

Village/Town	Block	City
NANDED	VAZIRABAD	NANDED

Road/Street/Lane	District	Pin
VAZIRABAD	NANDED	431601

State	Email	Mobile
MAHARASHTRA	newbc1972@gmail.com	9765557999

Latitude	Longitude
19.15404156038438	77.51308264535607

National Industry Classification Code(S)

SNo.	Nic 2 Digit	Nic 4 Digit	Nic 5 Digit	Activity
1	47 - Retail trade, except of motor vehicles and motorcycles	4771 - Retail sale of clothing, footwear and leather articles in specialized stores	47711 - Retail sale of readymade garments, hosiery goods, other articles of clothing and clothing accessories such as gloves, ties, braces etc.	Trading

Are you interested to get registered on Government e-Market (GeM) Portal	No
Are you interested to get registered on TReDS Portals(one or more)	No
Are you interested to get registered on National Career Service(NCS) Portal	No
Are you interested to get registered on NSIC B2B Portal	Yes
Are you interested in availing Free .IN Domain and a business email ID	No
District Industries Centre	NANDED (MAHARASHTRA)
MSME-DFO	MUMBAI (MAHARASHTRA)
Date of Udyam Registration	17/06/2023
Date of Printing	17/06/2023

New Bombay Collection
Proprietor



EMPLOYMENT AGREEMENT

September 12, 2022

PRIVATE & CONFIDENTIAL
Bhagyashree Shinde

Permanent and Current Address
Plot No.11, Shree Ram Colony fej 2,
Bhingar,Ahmednagar 414002

Appointment as Engineering Intern with effect from September 12, 2022

Dear Bhagyashree,

At the outset, we welcome you to **ZiMetrics Technologies Private Limited** ("ZiMetrics") and wish you an enriching tenure with us.

With reference to our mail dated September 7, 2022; we are pleased to appoint you as Engineering Intern in ZiMetrics with effect September 12, 2022, subject to the following terms and conditions. This Employment Agreement ("**Agreement**" / "**Employment Agreement**") supersedes and replaces all other communications made to you prior to the date of issue of this Agreement

1. TITLE AND DUTIES

You will perform such duties and exercise such powers as ZiMetrics may require time to time from you. You acknowledge that your designation, as stated above, may be changed at the discretion of ZiMetrics depending on the work assigned to you, including at the time of promotion and progression within ZiMetrics. Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. PLACE OF WORK

You will be based in Pune, India. However, ZiMetrics reserves the right at any time to require you to work at any other division or location of ZiMetrics or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per ZiMetrics' then existing policies will be made available to you.

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BHAGYASHREE ADNATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



3. EMOLUMENTS AND TAXES

- Your gross Monthly Stipend is Rs.20,000 Per Month. There will be a change in the structure on completion of the internship.
 - Stipend will be subject to standard statutory deductions and will be payable monthly in accordance with ZiMetrics customary payroll practices.
 - The details of your emoluments is strictly between yourself and ZiMetrics. It has been determined based on numerous factors such as your job, skills specific background, and professional merit. This information and any changes made therein should be treated as personal and strictly confidential.
 - You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. ZiMetrics is entitled to deduct from your remuneration, income tax, other taxes and levies which it is statutorily liable to deduct at source as applicable

4. INTERNSHIP:

You will be on internship for a period of Twelve **(12) Months**

5. NOTICE PERIOD / TERMINATION FOR CONVENIENCE

This Employment Agreement will continue until terminated by either party by giving to the other not less than three (3) months prior notice in writing or, at ZiMetrics' sole discretion, gross salary for the equivalent period in lieu of Notice.

The tenure for the notice period starts from the date of service of the resignation letter or e-mail by you from your official email address to your reporting manager/ ZiMetrics HR official email address or the date of service of the termination for convenience letter or e-mail by ZiMetrics to you, as the case may be.

In either case, ZiMetrics may, in its sole discretion, terminate the Agreement before the expiry of the notice period, on such terms and conditions as may be decided by ZiMetrics. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's written approval, your employment will be immediately terminated by ZiMetrics for cause and without notice, in which case, you will be liable to pay to ZiMetrics an amount equal to (i) your then current gross salary for a period of three (3) months in lieu of the notice required to be provided by you; and (ii) any expenses incurred by ZiMetrics for your hiring and (iii) any expenses or damages incurred by ZiMetrics due to your unauthorized absence or cessation of employment. The aforesaid payments shall be, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics.

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BHAGYASHREE ADNATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



1. TERMINATION AND SUSPENSION

- ZiMetrics may also terminate this Employment Agreement immediately, and with no liability to make any further payment to you, if you:
 - commit any serious or repeated breach of any of your obligations under this Employment Agreement;
 - are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of ZiMetrics;
 - are guilty of serious misconduct which, in ZiMetrics reasonable opinion, has damaged or may damage the business or affairs of ZiMetrics;
 - are guilty of conduct which, in ZiMetrics reasonable opinion, brings or is likely to bring you or ZiMetrics into disrepute;
 - are convicted of any crime involving moral turpitude;
 - are in breach any of ZiMetrics policies and procedures; or
 - willfully cause damage to ZiMetrics property.

This Clause shall not restrict any other right ZiMetrics may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by ZiMetrics in exercising its rights under this Clause shall not constitute a waiver of those rights.
- Where notice of termination has been served by either party whether in accordance with Clause 4, this Clause 5 or otherwise, ZiMetrics shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
 - not to enter any premises of ZiMetrics; and/or
 - refrain from business contact with any customers, clients or other employees of ZiMetrics.
- ZiMetrics may in its absolute discretion suspend you from your employment, on full salary, at any time during this Agreement including during any period in which ZiMetrics is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 5.2 above. All applicable Clauses within this Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to ZiMetrics during any such period of suspension. Depending on the outcome of the investigation, such suspension may result in termination of this Agreement which shall be subject to the effect of termination provisions hereunder or reinstatement of your employment at such terms as may be mutually agreed.
- Upon termination of this Agreement for whatever reason, you will deliver to ZiMetrics all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of ZiMetrics which may then be in your possession or under your power or control. Sections 6, 7, 8, 9, 10 and 14 shall survive any termination or cessation of this Agreement.

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BHAGYASHREE ADNATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



1. RESTRAINT ON ACTIVITIES

You will not, at any time during the term of this Employment Agreement engage in any conflicting employment, consulting or freelancing activities whether or not directly or indirectly associated with ZiMetrics' activities, without prior written consent from ZiMetrics. You will not, at any time after termination of this Employment Agreement, for whatever reason, represent yourself as being in any way connected with the ongoing activities or business of ZiMetrics.

2. POST TERMINATION

8.1. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during your employment with ZiMetrics and for 12 months immediately following the termination of your employment:

- Solicit or endeavor to entice away from ZiMetrics any person employed by ZiMetrics, at any time during your employment;
- Solicit or endeavor to entice away from ZiMetrics any customer or affiliate or supplier of ZiMetrics with whom you had dealings, directly or indirectly, at any time during your employment;
- Carry on or be in any way employed, engaged, concerned, or interested in any business directly competing in material respects with the business of ZiMetrics, by using the confidential or proprietary information of ZiMetrics including but not limited to ZiMetrics product or service details, client details, customer details, price lists and related ZiMetrics business information.

If the you wish to leave your employment with ZiMetrics or your employment is terminated, and if the you so request, ZiMetrics will consider in its absolute discretion waiving the terms of the above section if it is satisfied that the legitimate interests of ZiMetrics and its associated entities are not at risk.

3. PUBLICATION

You shall not, during the tenure of your employment with ZiMetrics or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of ZiMetrics, or defame ZiMetrics by making any derogatory statements about ZiMetrics, in any form of social media or public forums or otherwise. Breach of this Clause will entitle ZiMetrics to terminate this Agreement with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) and to pursue any legal action against you, as applicable. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, shall state that it is your personal view and that ZiMetrics shall have no liability or responsibility for the same whatsoever, information, documents, etc. You are required to read and understand Annexure A in acknowledgement of your acceptance of the terms and the conditions.


BHAGYASHREE ADINATH SHINDE (Sep 11, 2022 15:51 GMT+5:30)



1. INTELLECTUAL PROPERTY

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") attached herewith as **Annexure - B**, in favor of ZiMetrics. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read and understand Annexure B in acknowledgement of your acceptance of the conditions.

2. NOTICES

Notice under these terms and conditions will be treated as having been given if:

- In case of electronic notice:
 - it is sent by you to ZiMetrics' HR email address and your manager's official email address;
 - it is sent by ZiMetrics to you to the personal e-mail ID provided by you to ZiMetrics.
- In case of hard copy notice:
 - It is sent by ordinary registered post, by you to ZiMetrics' registered office;
 - It is sent by ZiMetrics to you at your last known address on file with ZiMetrics
 - and will be deemed to be given on the day when it would ordinarily be delivered after such posting.

It is your responsibility to notify ZiMetrics of any changes in your personal information within three (3) working days of such change being effective.

3. RETIREMENT

You will retire from the services of ZiMetrics on attaining the age of **58 years**.

4. CONDITIONS

Your continued employment with ZiMetrics under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for ZiMetrics without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with ZiMetrics that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, ZiMetrics may terminate your services with immediate effect and with no liability to make any further payment to you, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics for any damages. During your employment with ZiMetrics, you explicitly agree to adhere to and be governed by all the current policies and procedures adopted by ZiMetrics from time to time, as may be applicable to you.


BHAGYASHREE ADINATH SHINDE (Sep 11, 2022 15:51 GMT+5:30)



1. GOVERNING LAW

This Agreement shall be governed by the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

For **ZiMetrics Technologies Private Limited**

Swati Patil

Swati Patil - Head HR

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

Signature: 
BHAGYASHREE ADINATH SHINDE (Sep 11, 2022 15:51 GMT+5:30)

Name (in Capitals): BHAGYASHREE ADINATH SHINDE

Place & Date: PUNE 12-09-2022


BHAGYASHREE ADINATH SHINDE (Sep 11, 2022 15:51 GMT+5:30)



Annexure - A NON-DISCLOSURE OBLIGATIONS

This Non-Disclosure Obligations is executed by and between ZiMetrics Technologies Private Limited, (the "Company") and Bhagyashree Shinde (Employee), pursuant to the Employment Agreement dated September 12, 2022.

ZiMetrics objective under this Annexure A (Non-Disclosure Obligations) is to provide protection for Confidential Information (defined below) disclosed to the Employee by ZiMetrics or any of its affiliate or group companies, while allowing the Employee access to ZiMetrics information prior to or during the tenure of the Employee's employment with ZiMetrics. For the purposes of this Annexure, "Company" shall be deemed to include all affiliate and group companies of ZiMetrics.

In consideration of the commencement of Employee's employment with Company and the compensation that will be paid, Employee and Company agree as follows:

1. COMPANY'S CONFIDENTIAL INFORMATION

In the performance of Employee's job duties with Company, Employee will be exposed to Company's Confidential Information. "Confidential Information" means information or material that is commercially valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

- technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- information concerning Company's employees, including salaries, strengths, weaknesses and skills;
- information submitted by Company's customers, suppliers, employees, consultants or co-venture partners with Company for study, evaluation or use;
- any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business; and
- any confidential or proprietary information received by Company or which it may receive in future from third parties subject to a duty on ZiMetrics' part to maintain the confidentiality of such information and to use it only for certain limited purposes.


BHAGYASHREE ADINATH SHINDE (Sep 11, 2022 15:51 GMT+5:30)



2. NONDISCLOSURE OF CONFIDENTIAL INFORMATION

Employee shall keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside Company without Company's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than ZIMetrics.

However, Employee shall have no obligation to treat as confidential any information which:

- (a) was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by Company;
- (b) is or becomes public knowledge through a source other than Employee and through no fault of Employee; or
- (c) is or becomes lawfully available to Employee from a source other than Company.

3. CONFIDENTIAL INFORMATION OF OTHERS

Employee will not disclose to Company, use in Company's business, or cause Company to use, any trade secret or confidential information of others/third parties.

4. RETURN OF MATERIALS

When Employee's employment with Company ends, for whatever reason, Employee will promptly deliver to Company all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Employee will also return to Company all machines, equipment, files, software programs and other personal property belonging to Company.

5. CONFIDENTIALITY OBLIGATION SURVIVES EMPLOYMENT

Employee's obligation to maintain the confidentiality and security of Confidential Information shall remain even after Employee's employment with ZIMetrics ends and shall continue for so long as such Confidential Information is explicitly disclosed in the public domain by an authorized representative of ZIMetrics as such and/or remains a trade secret.

6. GENERAL PROVISIONS

- (a) **Relationships:** Nothing contained in this Annexure shall be deemed to make Employee a partner or joint venture of ZIMetrics for any purpose.
- (b) **Severability:** If a court finds any provision of this Annexure invalid or unenforceable, the remainder of this Annexure shall be interpreted so as best to effect the intent of ZIMetrics and Employee.

BhAGYASHREE ADINATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



(c) **Integration:** This Annexure expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Annexure may not be amended except in a writing signed by both Company and Employee.

(d) **Waiver:** The failure to exercise any right provided in this Annexure shall not be a waiver of prior or subsequent rights.

(e) **Injunctive Relief:** Any misappropriation of any of the Confidential Information in violation of this Annexure may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.

(f) **Indemnity:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employee's breach of this Annexure.

(g) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Annexure, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.

(h) **Governing Law:** This Annexure shall be governed in accordance with the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

For ZIMetrics Technologies Private Limited

Swati Patil
Swati Patil – Head HR

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

Signature: BhAGYASHREE ADINATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)

Name (in Capitals): BHAGYASHREE ADINATH SHINDE

Place & Date: PUNE 12-09-2022

BhAGYASHREE ADINATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



Annexure – B

PROPRIETARY INFORMATION AND ASSIGNMENT AGREEMENT

This Proprietary Information and Assignment Agreement ("Agreement") is executed by and between ZIMetrics Technologies Private Limited, (the "Company"), Bhagyashree Shinde

(Employee), pursuant to the Employment Agreement dated Oct 27, 2021

WHEREAS:

The Employee is in employment with ZIMetrics since Oct 27, 2021 and Employee acknowledges that he/ she has had in the past/ will/may have access to sensitive and Proprietary Information belonging to ZIMetrics and/ or to any of its affiliate companies ("Affiliates") and in order to protect the business interest of ZIMetrics and its Affiliates (hereinafter, individually or collectively referred to as, "ZIMetrics"), the Employee agrees to the terms set out herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the Parties agree as follows:

1. **Proprietary Information.** The Employee understands that his/ her work as an Employee of ZIMetrics, will involve access to and creation of confidential (including trade secrets) and proprietary information (collectively, "Proprietary Information"), which form the very basis of ZIMetrics business and existence. ZIMetrics has, therefore, a very direct interest in protecting its valuable Proprietary Information. The Employee agrees to keep all Proprietary Information in trust for the benefit of ZIMetrics. The Employee shall never use any Proprietary Information, except as required by his/ her duties to ZIMetrics. Employee understands that this prohibition on use or disclosure prevents him/ her from discussing Proprietary Information, even in general terms, with persons outside ZIMetrics. Even within ZIMetrics, the Employee shall discuss or disclose the Proprietary Information ONLY with those persons with or to whom he/ she is authorized to discuss or disclose such information, on a need to know basis.

"Proprietary Information" means information, ideas, and materials of or about ZIMetrics, Employees, customers of ZIMetrics or others with whom ZIMetrics conducts business. Proprietary Information that is not generally known to the software or recruiting industries or the public is confidential, and the Employee agrees to exercise diligence at all times to maintain the confidentiality of all Proprietary Information and not disclose Proprietary Information. The Employee understands that his/ her obligation to keep Proprietary Information strictly confidential shall survive the termination of his/ her employment and/or this Agreement.

Proprietary Information includes, without limitation, information, ideas or materials of a technical nature such as research and development results, software design and specifications, source and object code, training and training materials, invention disclosures, patent applications, and other materials and concepts relating to products and processes. Proprietary Information also includes information, ideas, or materials of a business nature such as non-public financial information; information relating to profits, costs, marketing, strategy, purchasing, sales, customers, suppliers, contract terms, Employees, and salaries, product development plans; business and financial plans and forecasts, student information, client company information, and marketing and sales plans and forecasts.

BhAGYASHREE ADINATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



2. **Inventions & Assignment.** The Employee shall promptly and fully disclose to ZIMetrics, all ideas, inventions, discoveries, creations, designs, materials, works of authorship, trademarks, and other technology and rights (and any related improvements or modifications thereof), whether patentable or not, copyrightable or not, or otherwise protectable or not under any form of legal protection afforded to intellectual property (collectively, "Inventions"), relating to any activities of ZIMetrics of which the Employee is aware or become aware, conceived or developed by him/ her alone or with others, during (1) the term of his/ her employment, whether or not conceived during regular business hours, or (2) within one (1) year after termination of his/ her employment if based on Proprietary Information.

Such Inventions shall be the sole property of ZIMetrics. To the extent possible, such Inventions shall each be considered a "Work Made For Hire" by the Employee for ZIMetrics under relevant provisions of Copyright Law. To the extent the Inventions may not be considered a "Work Made For Hire", the Employee hereby irrevocably assign to ZIMetrics, at the time of creation of the Inventions, without additional consideration, any right, title, or interest the Employee may have in such Inventions. The Employee will (whether during or after his/ her employment) execute such written instruments and do other such acts as may be necessary in the opinion of ZIMetrics to obtain a patent, register a copyright, or otherwise protect or enforce ZIMetrics rights in such Inventions. The Employee, hereby irrevocably appoints ZIMetrics and any of its officers as his/ her attorneys-in-fact to undertake such acts in his/ her name. The Employee will allow ZIMetrics to inspect any Inventions that he/ she conceive or develop within one year after termination of his/ her employment to determine if they are based on Proprietary Information.

This assignment obligation does not apply to Inventions which are conceived or developed entirely on his/ her own time and for which the Employee does not use any equipment, supplies, facilities, or Proprietary Information of ZIMetrics or any of its customers, if such Inventions: (a) do not relate to the business or (current and reasonably anticipated) research and development efforts of ZIMetrics or ZIMetrics customer; and (b) do not result from any work performed by Employee (alone or with others) for ZIMetrics.

3. **Return of Proprietary Information.** On termination of employment with ZIMetrics, or at any time if so requests, the Employee will deliver immediately to ZIMetrics all property belonging to ZIMetrics and all material containing Proprietary Information regardless of the storage media type, including but not limited to notebooks, notes, memoranda, records, diagrams, blueprints, bulletins, formulas, reports, computer programs and documentation, other data, customer lists, accounts of customers, any other records relating to customers, or memorialization's of any kind coming into his/ her possession or kept by him/ her in connection with his/ her employment including any copies, in his/ her possession, whether prepared by him/ her or others.

4. **Former Employers'/ Third Party's Information.** The Employee agrees that he/ she will not, during his/ her employment with ZIMetrics, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that he/ she will not bring onto the premises of ZIMetrics any unpublished document or proprietary information belonging to any such employer, person or entity or any third party unless consented to, in writing by such employer, person or entity. To the extent that the Employee has such information or materials, he/ she acknowledge notice that ZIMetrics does not want him/ her to disclose such information or materials to ZIMetrics, nor does ZIMetrics want him/ her to use such information or materials in any work that the Employee may perform for ZIMetrics.

BhAGYASHREE ADINATH SHINDE (Sep 12, 2022 15:51 GMT+5:30)



5. **Assistance Upon Termination.** The Employee shall upon leaving employment with ZIMETRICS, assist ZIMETRICS in patenting any inventions even after severance of employment by way of undertaking required formalities (at reasonable expenses paid by ZIMETRICS) and for this purpose keep ZIMETRICS informed of his/ her addresses in the succeeding five years after leaving employment.

6. **Reserved Rights: License.** The Employee has listed on the attached **Annexure "B-1"** a detailed description of all of independent inventions developed or conceived by him/ her, patented or unpatented and, to the extent that he/ she possess proprietary rights therein, the Employee wishes to have such proprietary rights excluded from this Agreement. If there is no such list, the Employee represents that there are no such items to be excluded. In the event that the Employee incorporates, uses, or otherwise employs ("Use") any Inventions in which the Employee possesses any proprietary rights to develop or modify any work (including any interim versions thereof and whether for internal and/or customer use) of or for ZIMETRICS, he/ she hereby grants to ZIMETRICS a perpetual, irrevocable, royalty free, worldwide, nonexclusive license to make, have made, perform, display, use, practice, sell, sublicense, reproduce, distribute, prepare derivative works, and otherwise exploit such proprietary rights.

7. **Conflicting Agreement.** The Employee represents that there are no other contracts to assign Inventions now in existence between the Employee and any other corporation or other third party, unless he/ she has so indicated on **Annexure "B-1"** and unless a copy of any such contract is provided to ZIMETRICS.

8. **Zimetrics Policies.** The Employee agrees to comply with the policies and procedures of ZIMETRICS INC. and Zimetrics , in their respective Employee manuals, code of conduct and bulletins, and other communications which may all be modified from time to time at the sole discretion of ZIMETRICS. In the event of any inconsistencies, the terms of this Agreement shall govern unless otherwise stated.

9. **Choice of Law, Jurisdiction, Remedies.** This Agreement shall be governed by and construed in accordance with the laws of India, and the Employee voluntarily submits himself/ herself to the jurisdiction of the courts of Pune. The Employee acknowledges that breach of this Agreement would cause irreparable damage to ZIMETRICS the monetary value of which, he/ she acknowledges, shall be extremely difficult to be ascertained. Therefore, the Employee agrees that, in addition to other remedies, ZIMETRICS, is entitled to a temporary restraining order, an injunction, or other equitable relief to prevent any such breach.

10. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be reformed to the minimum extent necessary to be valid and enforceable, and the validity or enforceability of the other provisions shall not be affected.

11. **Successors.** This Agreement inures to the benefit of successors and assigns of ZIMETRICS and is binding on his/ her heirs and legal representatives.

12. **Survival.** This Agreement survives termination of his/ her employment with ZIMETRICS.

13. **General.** This Agreement shall not be modified except in writing and signed by him/ her, an authorized representative of ZIMETRICS

BHAGYASHREE ADINATH SHINDE (Sep 12, 2022 10:51 GMT+5:30)

14. **Counsel.** The Employee understands that he/ she may have independent legal counsel review this Agreement, at his/ her own expense, on his/ her behalf prior to execution.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED AND DELIVERED THIS AGREEMENT TO BE EFFECTIVE ON THE LAST DATE OF SIGNATURE SET FORTH BELOW.

For ZIMetrics Technologies Private Limited

Swati Patil
Swati Patil – Head HR

Jyoti Verma - Head Compliance & Audit

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

Signature: BHAGYASHREE ADINATH SHINDE (Sep 12, 2022 10:51 GMT+5:30)

Name (in Capitals): BHAGYASHREE ADINATH SHINDE

Place & Date: PUNE 12-09-2022

Annexure B-1: Description of all of independent inventions and Conflicting Agreements

<"Employee to enter details in any- Refer Section 6 and 7 of this Agreement">

NA

BHAGYASHREE ADINATH SHINDE (Sep 12, 2022 10:51 GMT+5:30)

EMPLOYMENT AGREEMENT-Bhagyashree Shinde

Final Audit Report

2022-09-12

Created:	2022-09-12
By:	Yashwanil Patil (yashwanilp@zimetrics.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAaahobEOMR6_JAzqB4xDnE83H8OzTYV3r

"EMPLOYMENT AGREEMENT-Bhagyashree Shinde" History

- Document created by Yashwanil Patil (yashwanilp@zimetrics.com)
2022-09-12 - 6:26:42 AM GMT - IP address: 171.79.35.179
- Document emailed to Head HR (swatip@zimetrics.com) for signature
2022-09-12 - 6:29:47 AM GMT
- Email viewed by Head HR (swatip@zimetrics.com)
2022-09-12 - 7:38:03 AM GMT - IP address: 106.220.90.13
- Document e-signed by Head HR (swatip@zimetrics.com)
Signature Date: 2022-09-12 - 7:38:39 AM GMT - Time Source: server- IP address: 106.220.90.13
- Document emailed to bhagya.shinde012@gmail.com for signature
2022-09-12 - 7:38:41 AM GMT
- Email viewed by bhagya.shinde012@gmail.com
2022-09-12 - 7:45:26 AM GMT - IP address: 152.57.240.88
- Signer bhagya.shinde012@gmail.com entered name at signing as BHAGYASHREE ADINATH SHINDE
2022-09-12 - 10:21:10 AM GMT - IP address: 152.57.241.151
- Document e-signed by BHAGYASHREE ADINATH SHINDE (bhagya.shinde012@gmail.com)
Signature Date: 2022-09-12 - 10:21:12 AM GMT - Time Source: server- IP address: 152.57.241.151
- Document emailed to Jyoti Verma (jyotiv@zimetrics.com) for signature
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- Email viewed by Jyoti Verma (jyotiv@zimetrics.com)
2022-09-12 - 10:30:48 AM GMT - IP address: 117.97.178.151

Document e-signed by Jyoti Verma (jyotiv@zimetrics.com)

Signature Date: 2022-09-12 - 11:28:23 AM GMT - Time Source: server- IP address: 117.97.178.151

Agreement completed.

2022-09-12 - 11:28:23 AM GMT

Re: Offer Confirmation Mail

Namita Valbhani <valbhaninamita99@gmail.com>
Tue 13/12/2022 09:48
To: DR DIVYA LAKHANI <divyalakhani@svims-pune.edu.in>

On Thu, 17 Nov 2022 at 4:49 PM, <shaikyasmeeen@qspiders.com> wrote:

Dear Namita Valbhani,

Congrats and Welcome to QSpiders. We are pleased to announce that we are willing to offer you the role of **Trainee Analyst** for Qspiders unit.

We are happy that you have accepted our job offer and agreed upon your start date i.e. DOJ-18-11-2022. I trust that this letter finds you mutually excited about your new employment with QSpiders. The Human Resource team will be in touch with you for details regarding your new hire orientation that is scheduled on your first day of your work. At the completion of orientation, I look forward to welcoming you to our department.

Summarized below are the key economic provisions and informational details of your employment that we have previously discussed:

Start Date	DOJ-18-11-2022 (Friday)
Reporting time	9:00 AM
Position Title	Trainee Analyst .
Joining and Training Location	202 "Amar Manor" Above Vijay Sales, Next to Krome Showroom, Pune - Solapur Road, Pune, Maharashtra 411028-Hadapsar-PUNE.
Work Location	202 "Amar Manor" Above Vijay Sales, Next to Krome Showroom, Pune - Solapur Road, Pune, Maharashtra 411028-Hadapsar-PUNE.
Salary offered	2.4LPA.

If you have any questions prior to your start date, please call me any time between 9am and 6pm, or send me an email, if that is more convenient. Post your acceptance on this offer we shall release your complete set of Offer Letter once you complete your joining formalities on the Date of Joining.

Please carry the below set of documents while you visit our office on the date of joining.

Documents Required for Joining:

- Passport Size Photos – 4 No's
- Aadhaar Card Copy (*photo copy*)
- PAN Card Copy (*photo copy*)
- Bank Details (Passbook/Cheque Leaf/Bank Statement) (*photo copy*)
- All Educational Certificates (SSLC, PUC, DEGREE All SEM MARKSHEETS) (*photo copy*)
- Experience and Relieving Certificate of previous organization (If you have prior experience) (*photo copy*)
- Offer Letter of previous (If you have prior experience) (*photo copy*)
- Pay Slips Latest 3 months (if you have prior experience) (*photo copy*)

We look forward to having you onboard.

Thanks and Regards,

Yasmeeen Taj
SR-Lead HR Talent Acquisition



QSpiders/ JSpiders- A Unit of Test Yantra Software Solutions (I) Pvt Ltd
Mb.7618721219.

Mail ID: shaikyasmeeen@qspiders.com

www.qspiders.com

www.jspiders.com

Bengaluru | Mysore | Chennai | Hyderabad | Pune | Mumbai | Thane | Bhopal | Chandigarh |

Noida | Gurugram | Bhubaneswar | UK-London | US-California | Ireland |

GOLDEN BRICKS DEVELOPERS

PROMOTERS, BUILDERS & DEVELOPERS

Regd. Office: Plot No. 75, Lulla Nagar, Near Mount Carmel School, Pune 411040.
Corporate Office: Office No. 7 & 8, 1st Floor, Kumar Pavilion, East Street, Camp, Pune 411001. Email: goldenbricks@pune@gmail.com; vaibhavkankariya99@gmail.com.
Contact: 9997025875 / 8983531821.

Ms. Gunjan Vasudev Pamnani,
Flat No. 205, 2nd Floor, Sheela Heritage,
T.M.Nagar, Jalgaon, Maharashtra 425001
Ccl #7020950572
gunjanpamnani4866@gmail.com

Dear Ms. Gunjan ,

We are pleased to appoint you as Executive Assistant to our Managing Partner. You will have to join us on or before 29th March 2023. You will report to the Managing Partner and your duties will include analyzing and organizing business data/information, part administration and digital marketing design and assistance, as well as other functions as per organizational needs.

Your annual all-inclusive package will be Rs. 3,00,000/- (Rupees Three Lakh Only). It will have two components , monthly salary of Rs.22,000/- & at the end of successful completion of 12 months, a bonus of Rs.36,000/- only. The bonus will be payable only if you are in service at the end of 12 months. If you leave in between OR we discontinue your services then this component will not be payable. The package includes all taxable and non-taxable components and any statutory deductions.

This appointment is subject to the following terms and conditions:

1. You will have to submit all necessary self-certified documents while joining.
2. You will have to comply with all the rules and regulations of the firm.
3. You may be deputed to our sister/associate concerns as per the need of the hour.
4. The probation period will be for six months, during which either side can terminate the contract by giving 7 days' notice.
5. Post-probation, the contract can be terminated by either side by giving 15 days' written notice.
6. You will be entitled to one leave/month, which can be accumulated, and unutilized leave can be encashed at the end of 12 months, with no pro-rata encashment allowed.
7. During the period you are in our services you cannot undertake any other employment or commercial activities.
8. You will have to ensure confidentiality of Organisation's Information, Data available to you during your employment. In future at any stage even if you leave the organization, this confidentiality will have to be maintained.

Please sign the duplicate copy of this letter as a token of acceptance of the terms and conditions mentioned above.

We welcome you to the Golden Bricks Properties Group and look forward to your contribution to our team.

With Regards,

For Golden Bricks Developers,

Vaibhav Kankariya
(Partner)

Date: 24th March 2023



Ref-BMES/OFR/08-22

Date:25/08/22

To,
Vipashyana Sonawane,
201/A Wing, Miaami Apartments,
Opposite St. Anthony Shrine,
St. Vincent Street,
Camp,
Pune – 411 001.

Subject: Offer letter

Dear Vipashyana,

This has reference to your application and the subsequent interview you had with us. In this connection, we are pleased to offer you employment in our organization as **Research Analyst**. You are expected to join us on or before **5th September 2022** from our Viman Nagar office premises (1st Floor, Novotel, Nagar Road, Viman Nagar, Pune – 411 014, Maharashtra) subject to Government guidelines failing to which this offer letter stands canceled unless otherwise extended in writing.

This offer is subject to a positive outcome of the BMES Reference Check with your previous employer as well as timely submission of all required documents not limited to valid proof of address, relieving letter and others.

Please find below the list of documents to be submitted at the time of joining. The below mentioned must be submitted on the first day of joining:

- Pan Card and Aadhar Card (Mandatory)
- Address Proof – Electricity Bill or Telephone Bill or Driving License or Rent Agreement (any one of them)
- Last Employment relieving letter.
- Last Employment – last 3 months' salary slips.
- One passport size photograph.
- Educational certificates

Kindly revert to the email as a token of your acceptance.

Yours Sincerely,

For **Boyd & Moore Executive Search India Pvt. Ltd.**,

Heena Balan
Manager – HR
Signature : Heena

Date :

Vipashyana Sonawane
Candidate
Signature :

Date :

COMPENSATION MATRIX

NAME: Vipashyana Sonawane DESIG.: Research Analyst
DEPARTMENT: Talent Development DOJ : 05-Sep-2022

A	MONTHLY SALARY	Current	
1	Basic	Rs	6000
2	Dearness Allowance	Rs	1200
3	House Rent Allowance	Rs	3000
4	City Compensatory Allowance	Rs	1500
5	Education Allowance	Rs	100
6	Telephone & Internet Allowance	Rs	1000
7	Performance Allowance	Rs	2490
8	Staff Welfare	Rs	2000
9	Conveyance Allowance	Rs	1600
10	Medical Allowance	Rs	1300
11	Leave Travel Allowance	Rs	2000
12	Loyalty Reward	Rs	1000
13	Bonus	Rs	600
	TOTAL OF A		23790
B	ANNUAL BENEFITS		
1	Provident Fund	Rs	864
2	Gratuity	Rs	346
	TOTAL OF B	Rs	1210
	TOTAL Monthly A+B (CTC)		25,000
	TOTAL ANNUAL= A+B*12 (CTC)		300,001

Sonawane
Vipashyana Sonawane
Employee

Pawar
Snehal Pawar
Manager - HR & Finance, Asia

Ref – BMES/App/September 2022

Date: 12-September-2022

To,

Vipashyana Sonawane
A, 201, Miami Apartments,
Opposite St. Anthony Shrine,
St. Vincent Street, Camp,
Pune 411001

Dear Vipashyana,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as **Research Analyst** in our company on the following terms and conditions:

1. **DATE OF JOINING:**
Your appointment shall be effective from **05-September-2022**.
2. **REMUNERATION:**
The offer of employment is subject to the conditions contained in Annexure of this letter. Annexure contains the salary structure. For all intents and purposes, Annexure are to be read and considered as part and parcel of this letter of appointment and the employee is required to comply with all the conditions laid out therein, during the course of your employment with the company.
3. **ATTENDANCE AND DISCIPLINE:**
Your hours of attendance and weekly off shall be regulated to suit the duties entrusted to you from time to time. You may also be required to attend duties on the closed days for which there shall be an extra compensation. You shall also abide by all the rules and regulations prevalent in the establishment and those that may come in vogue later, in matters of discipline and safety regulations.
4. **PROBATION:**
 - a. You will be placed on probation for a period of 3 months from the date of your joining. The above probationary period may be extended at the discretion of the company
 - b. On expiry of the above probation or the extended probation period you will continue to be on probation unless your services are confirmed in writing by the company.
 - c. During your probation, your performance will be under scrutiny / assessment by the management. If during probation the management is not satisfied with your

ability or performance your services are liable to be terminated without notice and without assigning any reason.

- d. On completion of the probation period, if your services are found satisfactory, then you will be confirmed by a separate letter.

5. LEAVE:

- a. You will be entitled to earned / paid / privilege leave of 24 days with wages during a calendar year once confirmed.
- b. If eligible, you will be covered under the Employees Provident Fund Act.

You shall observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees. You shall have to submit a medical certificate, which is certified by a Doctor, if you have taken more than two days of sick leave at a stretch. If you are unable to attend the office, due to any reason, then you need to communicate and call up your respective HOD and the HR department within the first working hour, with respect to your shift timings. If you are going on leave, then you need to apply and obtain consent from your HOD. The application process involves, informing your HOD ten days in advance via an email and consequently wait for your HOD's consent by an e-mail.

6. PROOF OF AGE / ADDRESS PROOF / PAST RECORD:

- Your appointment is subject to your production of satisfactory
- a. Proof of age i.e. School Leaving Certificate / Birth Certificate at the time of joining.
 - b. Address proof (Telephone bill, electricity bill),
 - c. Past record i.e. Relieving letter, Experience letter, Salary slip at the time of joining.

7. CHANGE OF ADDRESS:

You will keep the Company informed of any change in your residential address and it will be presumed that any communication from the Company sent on the last notified address is received by you during the normal postal time. It will be your responsibility to keep the Company informed about any change in your marital status, educational as well as professional qualifications.

8. ABANDONMENT OF SERVICES:

It is also agreed that if you remain absent for a continuous period of 2 days without any notification to the HR Department and your HOD, it will be presumed that you have abandoned the services of the company on your own accord, and accordingly, this appointment shall stand terminated from the first day of such absence.

9. MEDICAL FITNESS:

The appointment and its continuance is subject to you being found and remaining medically (physically and mentally) fit. You shall appear before the medical officer of the company for health survey from time to time. You shall submit to such medical examination as required and failure to do so would be considered a gross misconduct. In case you are declared as medically unfit on such examination, your services are liable to be terminated.

10. TERMINATION ON MISCONDUCT, BREACH OF ANY SERVICE CONDITIONS, REFUSAL ETC:

If you are at any point of time found guilty of misconduct or if you commit any breach of the service conditions or refuse or willfully neglect to perform to the satisfaction of the company any of the duties devolving upon you or commit any other act which in the opinion of the company is prejudicial to the interest of or is an act of misconduct, the company may at once without any notice terminate your services.

11. NON-COMPETE, NON-SOLICIT & CONFIDENTIALITY:

You will not give out to anyone, by word of mouth or any other means

- a. Data or information maintained by Boyd & Moore Executive Search India Pvt. Ltd.
- b. Internal documentation used for the purpose of staff training or client communication
- c. Security Arrangement
- d. Administration or organizational matters of a confidential nature.

In case you do so you will be liable to pay damages to the company in addition to being terminated from the services of the company. You will not accept direct employment from any of the clients nor from any companies that are engaged in a similar business as Boyd & Moore Executive Search India Pvt. Ltd. for the duration of three months after leaving Boyd & Moore Executive Search India Pvt. Ltd. nor would you recruit or hire or take on any sort of employment any of the staff of Boyd & Moore Executive Search India Pvt. Ltd. for any of the organizations you become part of for a period of one year after your leaving Boyd & Moore Executive Search India Pvt. Ltd. Boyd & Moore Executive Search India Pvt. Ltd. considers all information related to staff salaries highly confidential. The Company reserves the right to immediately terminate any employee who discloses his/her salary to any Boyd & Moore Executive Search India Pvt. Ltd. employee or outside third party or requests salary information from any other Boyd & Moore Executive Search India Pvt. Ltd. employee.

12. GRATUITY:

You shall be entitled to Gratuity on completing 5 years of continuous meritorious services i.e. you should have actually worked in each year for at least 190 days or more.

13. DEPUTATION:

You may be sent on deputation to any other organization anywhere in the country which may be under the same management or under a different management (existing or new).

14. RETIREMENT:

You shall retire from the services of our Company on attaining the age of fifty-eight years. The effective date of retirement will be the last day of the month in which you attain the fifty-eight years. Date of birth i.e., **13-April-1999** entered in your service record will be considered for the purpose of determining your date of retirement.

Notice period of two weeks would be applicable for confirmed employee it can be extended in case of critical positions. For employee on probation, it is two days of notice. In case employee does not serve notice period for both probation and confirmed cases. The amount due would be recovered and adjusted from full and final payment due towards an employee.


Your full and final will be settled on your furnishing a certificate from the accounts department of the company that you do not owe any loan or amount to the company and you have handed over the possession of vehicle or residential premises or any other property of the company including any kit and equipments entrusted to you by the company.

As the token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of the letter and the Annexure and return it to us.

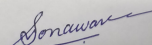
We look forward to a mutually beneficial association.

With warm regards,

Boyd & Moore Executive Search India Pvt. Ltd.,


Manager – HR & Finance, Asia
Snehal Pawar

I hereby accept the above-mentioned terms and conditions.


Signature:
(Employee)

14/09/2022
Date:

Date: 09 Jun 2022

Ms Jaya Umesh Bhojwani
Flat no. 102 Om paradise
Next to Rizt hotel Sadhu Vaswani Road Pune 411001
Employee No: 2466290

Dear Ms Jaya Umesh Bhojwani

OFFER OF EMPLOYMENT

We are pleased to offer you employment in our Organization TeamLease Digital Pvt Ltd., (hereinafter "TeamLease" or "The Company"), as **HR CONTACT CENTER ASSOCIATE** subject to the following terms and conditions:

- Your employment with TeamLease will involve deputation to our Client's, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your date of joining would be 15 Jun 2022. Your annual CTC would be Rs. 420000/- Per Annum (Four Lakh Twenty Thousand Rupees only Per Annum)
- Your deputation to our client's may be extended from time to time, as decided by TeamLease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of TeamLease, and your compensation and applicable allowances shall be paid by the Company.
- You hereby agree to be liable for the following terms and conditions:
 - Fully perform the services, in a professional manner, at the Client's locality/s until the completion of the term of the work assignment/ deputation.
 - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
 - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, 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 Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
 - You shall not engage in any conduct which is detrimental to the interests of the Client or TeamLease.
 - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by TeamLease.
 - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from TeamLease.
 - You shall extend all cooperation to the Client's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
 - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by TeamLease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company.
 - You shall comply with the safety, health, and other rules and regulations of the client establishment and TeamLease.
- You agree to defend, indemnify and hold TeamLease or its Client's harmless from any and all claims, damages, liability, attorneys fees, and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
- You shall not engage in any act subversive of discipline in the course of your duty/is for the client within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.
- Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in the English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
- Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
- You will be entitled to the employer's contribution to Provident Fund and ESI, if and as applicable, as amended by the Government,

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TeamLease Digital Private Limited, CIN No. U74999MH2016PTC283227
68 Floor, BNTIC Commercial Complex, 80 Feet Road, Karamanga, Bangalore - 560095
Ph. (91-80) 67995599 Fax. (91-80) 67995599 E-mail: corporatesales@teamlease.com / www.teamlease.com

from time to time. All employees not covered under the ESIC Scheme shall be provided the benefits applicable under the Employees' Compensation Act in case of accidents arising out of and in the course of employment. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislation, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

9. Proprietary & Confidential information, and Non-disclosures :

- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client/s, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
 - Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or TeamLease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, TeamLease or the client's business'es, technical and non-technical information, research project, work in process, future developments, marketing, and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts, firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements, and enhancements.
 - You shall not claim ownership to any of the work which was created or developed by you, partially or wholly, during the course of your deputation with the client's TeamLease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked "Confidential" or "Proprietary" or "Classified".
 - You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and hand over all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.
10. You are expected to take proper care of the Client's Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.
11. Separation: In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company unless the company/client agrees to a shorter notice period depending on the client's requirements.
- In the event of the Company/Client wanting to discontinue your services, the company shall be liable to give 15 days notice as advance intimation or pay you 15 days basic salary in lieu of the notice, as compensation.
- You will be relieved from the services of the Company subject to your:
- Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.
 - Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.
- In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company. You will be relieved from the services of the Company subject to your:
- Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.
 - Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.
- You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the Company/client incurs if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.
12. The company reserves the right to have your background verified directly or through an outside agency. If, on such verification, it is found that you have furnished false/wrong information or concealed any material information, your services are liable to be terminated.

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TeamLease Digital Private Limited, CIN No. U74999MH2016PTC283227
68 Floor, BNTIC Commercial Complex, 80 Feet Road, Karamanga, Bangalore - 560095
Ph. (91-80) 67995599 Fax. (91-80) 67995599 E-mail: corporatesales@teamlease.com / www.teamlease.com

forthwith without any notice.

- In addition to the terms of the appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.
- Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.
- Female employees shall be entitled to maternity benefit in accordance with the Maternity Benefit Act 1961
- Gratuity will be paid as per Gratuity under POG Act.
- You are requested to submit attested photocopies of the following documents:
 - Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree
 - Appointment / Salary Revision / Experience / Relieving letter of previous employers
 - Last 3 months' payslips
 - Photo ID Proof, Address Proof, Date of Birth Proof
 - Copy of resume
 - Passport Copy, PAN Card Copy, Aadhar Card Copy
 - Previous UAN No.
 - Passport size photographs

We at TeamLease would like to create an environment and culture committed to co-operation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send in the signed acknowledgment to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgment copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance with terms and conditions.

TeamLease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the numbers provided to you.

Wish you all the best.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TeamLease Digital Pvt Ltd

Accepted and Agreed



Signature and date:
Name: JAYA UMESH BHOJWANI

Ravi Vishwanath
(Authorized Signatory)

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Ph. (91-80) 67995599 Fax. (91-80) 67995599 E-mail: corporatesales@teamlease.com / www.teamlease.com

Salary Annexure

Employee No: 2466290

Particulars	Amounts
Basic	240000
House Rent Allowance	12000
Special Allowance	17592
Employer PF Contribution	21600
Insurance	660
Statutory Bonus	19992
Employee Compensation	156
Total Amount	420000
Amount In Words(Rs)	Four Lakh Twenty Thousand Rupees

Particulars	Amount
Basic	20000
House Rent Allowance	10000
Special Allowance	1466
Employer PF Contribution	1800
Insurance	55
Statutory Bonus	1666
Employee Compensation	13
Total Amount	35000
Amount In Words(Rs)	Thirty Five Thousand Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	20000
House Rent Allowance	10000
Special Allowance	1466
Statutory Bonus	1666
Gross Earnings	33132
DEDUCTIONS *	Amount
Employee PF	1800
Professional Tax	200
Total Deduction	2000
Net Salary	31132

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note: This statement is only for the purpose of information and is illustrative in nature

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TeamLease Digital Private Limited, CIN No. U74999MH2016PTC283227
68 Floor, BMTCC Commercial Complex, 80 Feet Road, Koramangala, Bangalore - 560095
Ph. (91-80) 67995599 Fax: (91-80) 67995599 E-mail: corporateaffairs@teamlease.com / www.teamlease.com

Date: 09 Jun 2022

Ms Jaya Umesh Bhojwani
Flat no.102, Om paradise
Next to Riz hotel Sadhu Vaswani Road Pune 411001
Employee No: 2466290
Dear Ms Jaya Umesh Bhojwani

Letter of Deployment

We are pleased to deploy you to our client Accenture Solutions Pvt Ltd effective 15 Jun 2022 at Mumbai, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 09 Jun 2022, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our client/s through their assigned representative/s and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any suggestions during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd

Accepted and Agreed

Signature and date:

Name: JAYA UMESH BHOJWANI

Ravi Vishwanath
(Authorized Signatory)

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Pay Slip for the month of November 2022

Emp No : 2466290 Client Ecode :
Name : Jaya Umesh Bhojwani DOJ : 15 Jun 2022
PF No : PYBOM17226410000029977 PAN NO : DYZPB1780G
Bank Acc No : 1513407447 Bank/Pay Mode : NEFT
UAN Number : 101448008544 IFSC Code : KKBK0000721
Location : Mumbai Designation : HR CONTACT CENTER ASSOCIATE
LOP : 2.25 DOB : 18 May 1998
WORKDAYS : 27.75 DaysInMonth : 30
ESIC No. : Health Card No :
Department :

Earnings	Rs.	Deduction	Rs.
Basic	18500	Employee LWF	0
House Rent Allowance	9250	Employee PF Contribution	1800
Special Allowance	1356	Professional Tax	200
Statutory Bonus	1541		
Total Earnings	30647	Total Deduction	2000
Reimbursement :	0		
Net Pay :			28647
In Words :			Twenty Eight Thousand Six Hundred Forty Seven rupees

** Please complete the online mandatory training programme on the Prevention of Sexual Harassment (POSH)

The link to attend the programme is given here: <https://lconnect.teamlease.com/learning>

If you have already completed the programme successfully, please ignore this message

Dear Associate We thank you for being part of the TeamLease family! Now you can help others looking for jobs - Ask your friends & family members to visit our nearest TeamLease office to submit their resume OR send an email to 3003jobs@teamlease.com So Hurry!

Good Health Plan Ltd, Insurance Helpline: 1800 4253232 / 18604253232 or Visit <http://www.ghptpa.com>

Important: Please call/mail us with your latest Mobile Number and Email id to avoid missing out on important communications.

Note: PT for Maharashtra in February, Madhya Pradesh and Orissa in March will vary.

This is a computer-generated payslip, No signature is required

Scan this QR code to download our Mobile App



Date :06/06/2023

To
Anisha Anil Chhajed
(Code: CAN554746)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Executive**. Your services are being deputized to **Crisil Ltd.**, at **PUNE** based on the following terms and conditions:

- Your employment will be valid from **12/06/2023 To 11/06/2024**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 316,992.00 per Annum (as per Annexure 1) and will be paid out basic your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

- Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Mediclaim etc.

- Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing; Copy of cancelled cheque.

- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
Head - HRSSC

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www.randstad.in

Annexure 1: Salary Breakup

Component	Monthly	Yearly
Basic	15,000.00	180,000.00
House Rent Allowance	6,000.00	72,000.00
Statutory Bonus	3,000.00	36,000.00
Other Allowance	2,416.00	28,992.00
Gross Salary	26,416.00	316,992.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	951.00	11,412.00
CTC (Cost to the company)	29,167.00	350,004.00
Employee's Contribution to EPF	1,800.00	21,600.00
Total Deduction	1,800.00	21,600.00
Net-Take Home	24,616.00	295,392.00

* Income tax, Professional tax and LWF as applicable will be deducted.
 * All the taxes will be deducted as applicable by law.Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
 Head - HRSSC

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Date:21-06-2023

Welcome Note

Dear Ms. Anisha Anil Chhajang

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.You join a group of our 60,000 + Employee Workers (EW) deputied to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

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

1. Log in to [Click Here](#)
2. Call us Toll Free 1800 420 9944
3. Email us to hrscare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
 Head - HRSSC

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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each clients Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every ones responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputied employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to

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your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand bad management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

Authorized Signatory
Balakrishnan S
 Head - HRSSC

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CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It may be updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception, interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorize or receive any bribe or other kick payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

- Engaging in any activity that interferes with your performance or responsibilities to Randstad
- Accepting simultaneous employment with a Randstad supply, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
- Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
- Accepting any offer, payment, promise to pay, or authorization to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
- Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest. This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
- You will be eligible for leave as per the client's company policy during the period of your contract of employment.
- You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of an employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

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Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationary, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any legal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationary, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ or destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and breakdowns, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 (one year) thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad or for such other information without the prior written consent of the authorised personnel.

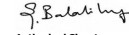
Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)

By
Name
Anisha Anil Chhajed
Title
Executive
Signature : 49.15.231.122.2409226
Date : 21-06-2023 19:31:55

(Randstad India Ltd.)

By
Name
Balakrishnan S
Title
Head - HRSSC

Authorized Signatory

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Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on the 12-06-2023 day of 2023 at PUNE by Mr/Ms Anisha Anil Chhajed Son/Daughter of Anil Shankarl Chhajed aged about 23 years and residing at ,, hereinafter referred to as employee.

To
Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS
Randstad India Ltd. is a subsidiary of Randstad Holding NV Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

- The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment (the "Employment Agreement").
- In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publicly disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorized third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from a third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under the Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorization from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

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If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to file such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as may be absolutely necessary and only to the extent expressly required by the court or other judicial, quasi-judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge or data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

- inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
- such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as may be reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of (one year) thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all as lawfully permitted acts to further the prosecution, assurance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

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

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise seek the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under the Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a condition precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)
By

Name
Anisha Anil Chhajed
Title
Executive
Signature : 49.15.231.122 2409326
Date : 21-06-2023 19:31:55

(Randstad India Ltd.)
By

Name
Bakrishnan S
Title
Head - HRSSC

Authorized Signatory

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

Self-Declaration & Undertaking form

Name: Anisha Anil Chhajed
Deputee ID: 2409326
Empcode: 1628229
Designation: Executive
Service Function / Vertical :
Centre / Location : PUNE

Sub: Acceptance of Established policies and affiliated risks

I hereby confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that I would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed : 49.15.231.122 2409326

Date : 21-06-2023

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

Candidate Joining Form

Name in Full: (In Block letters)

Anisha Anil Chhajed

Father Name:

Anil Shankarjal Chhajed

Affix Passport or
Stamp Size Photo
Photograph

Deputed to: Cricil Ltd., Date of Joining: 12/06/2023 Deputee ID: 2409326

Designation: Executive Work Location & Building Name: PUNE

Date of Birth: 17/02/2000 Age in Yrs: 23 Blood Group:

Sex Male Female Marital Status Single Married

Temporary Address
Pastakiya Plaza, Kamshet, Pune, Kamshet, Maharashtra - 410405
Permanent Address
Telephone No:
Mobile No.: +919172393202
E-mail: anishachhajed2@gmail.com

Family Particulars (Husband / Wife, First Child, Second Child, Mother, Father)

Name	Relationship	DOB / Age	Employed (Y/N)	If employed, place of employment
Anil Shankarjal Chhajed	Father	01/01/1970 53	NO	

Note: Mention no other relationship e.g. In-Law, Brother, Sisters, etc.

Educational Qualifications:

PG / Degree / Diploma / Others	Name of the Institution / college	Year of Passing	% Score	Major Subjects
Master	Savitribai Phule Pune University /Savitribai Phule Pune University	2022		

Work Experience (Starting from current Employment):

Organization Name & Location	Period		Designation (at the time of)		Organization Reporting to	Organization Total No. of Years
	From	To	Joining	Leaving		

Emergency contacts name and number (person should be residing in the city of your work location)

Name : Relation : Tel / Mobile :

Reference Check Details

	Name Of the Person	Occupation / Designation	Mobile & Land Line No.	E Mail Id
Relative				
Previous Employer				
College Lecturer (For Fresher's)				

Permanent Account Number (PAN) Details.

Permanent Account Number (PAN): (In Block Letters) CNDPC5499R Aadhar Card No. 8541 9684 8731

Esic Pehchan Card No. Universal Account No.- PF:

ID Proof: ID No:

Date of Expiry(MMY) :

Bank Account Details

Please Note: (a) Salary will be paid through Bank, Electronics Fund Transfer. (b) It is recommended that you open a savings bank account if you do not have one. Else Salary will be paid through DD or Cheque, which will additionally take 6-15 days for clearance, excluding courier time, depending on your location. (c) Randstad will facilitate opening of a new account. (d) Members who open new account should confirm Account Activation via email to Randstad personals within two weeks of opening an account.

68033831680

Please specify your Bank Account Number: (In Block Letters)

Bank Name: BANK OF MAHARASHTRA IFSC Code: MAH0000372

Branch: KAMSHET

Declaration

I confirm that the information provided by me is accurate and correct to the best of my knowledge and agree to share my personal information to third party for on-boarding process. In the event any information is found to be wrong, I understand it will result in termination of my employment without notice. I have understood the terms of the offer clearly. I have been briefed about the policies of the organization in deputed to and agree to abide by the same.

Name : Anisha Anil Chhajed Location: Signature: 2409326/49.15.231.122 Date: 21-06-2023 19:31:56

New Form -11 Declaration Form
(To be retained by the Employer for future reference)

Employees Provident Fund Organization
The Employees Provident Funds Scheme, 1952 (Paragraph - 34 & 57) &
The Employees Pension Scheme, 1995 (Paragraph -24)
(Declaration By a Person Taking Up employment in any establishment on which EPF Scheme, 1952 and /or EPS 1995 is applicable)

1	Name of the member	Anisha Anil Chhajed
2	Father's Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	Anil Shankarlal Chhajed
3	Date of Birth : (DD/MM/YYYY)	17/02/2000
4	Gender : (Male / Female / Transgender)	Female
5	Marital Status (Married / Unmarried/Widow/Widower / Divorce)	UnMarried
6	a) Email b) Mobile	anishachhajed2@gmail.com +919172393202
7	Whether earlier a member of Employees Provident Fund Scheme, 1952	No
8	Whether earlier a member of Employees Pension Scheme, 1995	No
9	a) Universal Account Number: b) Previous PF Account Number: c) Date of exit from previous employment: (DD/MM/YYYY) d) Scheme Certificate No. (if issued) e) Pension Payment Order (PPO) No...(if issued)	
10	a) International Worker: b) If yes, state country of origin (India/Name of other country) c) Passport No. d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11	a) Bank Account No. & IFSC Code b) AADHAR Number c) Permanent Account Number (PAN), if available	68033831680 & MAH0000372 8541 9884 8731 CNDPCS499R

UNDERTAKING

- Certified the particulars are true to the best of my knowledge
- I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account as I am an Aadhar verified employee in my previous PF Account (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- In case of changes in above details, the same will be intimated to employer at the earliest

Date : 21-06-2023 19:31:56
Place:PUNE

49.15.231.122(2409326)
Signature of Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs Anisha Anil Chhajed has joined on 12/06/2023 and has been allotted PF number

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS 1995 :

- (Post allotment of UAN) The UAN allotted for the member is :
 - Please Tick the Appropriate Option :
 - The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC /e Sign
- In case the person was earlier a member of EPS Scheme, 1952 and EPS, 1995 :
 - The above PF Account number /UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option :
 - The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file on Form-13 for transfer of funds from his previous Establishment

Date : 21-06-2023 19:31:56


Signature of Employer with Seal of Establishment

(FORM 2 REVISED)

NOMINATION AND DECLARATION FORM FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS

Declaration and Nomination Form under the Employees Provident Funds and Employees Pension Schemes
(Paragraph 33 and 61 (1) of the Employees Provident Fund Scheme 1952 and Paragraph 18 of the Employees Pension Scheme 1995)

1.Name (N BLOCK LETTERS) : ANISHA ANIL CHHAJED

Name	Father's / Husband's Name	Surname
------	---------------------------	---------

2.Date of Birth : 17/02/2000

3. Account No. : 68033831680

4.*Sex MALE/FEMALE: Female

5.Marital Status: UnMarried

6. Address Permanent / Temporary :

PART – A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund, in the event of my death.

Name of the Nominee (s)	Address	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Funds to be paid to each nominee	If the nominee is minor name and address of the guardian who may receive the amount during the minority of the nominee
(1)	(2)	(3)	(4)	(5)	(6)
Anil Shankarlal Chhajed		Father	01/01/1970	100	

- *Certified that I have no family as defined in para 2 (g) of the Employees Provident Fund Scheme 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- Certified that my father/mother is/are dependent upon me.

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21-06-2023 19:31:56

Strike out whichever is not applicable

Signature/or thumb impression of the subscriber

PART – (EPS)
Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive Widow/Children Pension in the event of my premature death in service.

Sr.No	Name & Address of the Family Member	Age	Relationship with the member
(1)	(2)	(3)	(4)
	Anil Shankarlal Chhajed	53	Father

(Empty box for stamp or signature)

Certified that I have no family as defined in para 2 (vi) of the Employees's Family Pension Scheme 1995 and should I acquire a family hereafter I shall furnish Particulars there on in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2 (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Sr.No	Name and Address of the nominee	Date of Birth	Relationship with the member

Date:21-06-2023


Signature or thumb impression of the subscriber

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed / thumb impressed before me by Shri / Smt/ Anisha Anil Chhajed employed in my establishment after he/she has read the entries / the entries have been read over to him/ her by me and got conformed by him / her.

Date :21-06-2023

Signature of the employer or other authorised officer of the establishment



Name and address of the Factory /Establishment
Randstad India Pvt Ltd
Old No. 5 & 5A, New No 9, Pycrofts Garden Road
Nungambakkam, Chennai – 600 006

Place:PUNE
Date :21-06-2023 19:31:56

DECLARATION FORM Form-1

To be filled by the employee after reading instructions overleaf. Two Postcard Size photographs are to be attached with this form. This form is free of cost.

(A) INSURED PERSON'S PARTICULARS				(B) EMPLOYER'S PARTICULARS			
1. Insurance No.				Employer's Code No.			
2. Name in block letters.				Date of Birth		Day	Month
3. Father's/Husband's Name				17/02/2000			
Date of Birth				11. Name & Address of the Employer			
Day	Month	Year	5. Marital Status	Randstad India Pvt Ltd.			
17/02/2000			✓ M/U/W	Old No. 5 & 5A, New No 9, Pycrofts Garden Road			
			6. Sex	Nungambakkam, Chennai – 600 006			
			✓ M.F.	12. In case of any previous employment please fill up the details as under:-			
7. Present Address				a) Previous Ins. No.			
Pastakiya Plaza, Kamshet, Pune, Kamshet, Maharashtra - 410405				b) Employer's Code No.			
8. Permanent Address				c) Name & address of the Employer			
Pincode:				Randstad India Pvt Ltd			
e-mail address:				Old No. 5 & 5A, New No 9, Pycrofts Garden Road			
Branch Office				Nungambakkam, Chennai – 600 006			
Dispensary				e-mail address :			

(C) Details of Nominee u/s 71 of ESI Act 1948 / Rule 56 (2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

Name	Relationship	Address
Anil Shankaral Chhajed	Father	

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the Corporation any changes in the membership of my family within 15 days of such change.

Counter signature by the employer Signature/T.I of I

Signature with Seal

(D) FAMILY PARTICULARS OF INSURED PERSON

Sl.No.	Name	Date of Birth/ Age as on date of filing form	Relationship with the Employee	Whether residing with him/her?	If No, state place of Residence

ESI Corporation Temporary Identity Card (Valid for 3 months from the date of appointment)

Name	Date of appointment
Anisha Anil Chhajed	12/06/2023

Space for photograph

Employer's Code No. & Address: _____ Validity: _____ Signature/T.I. of LP: _____

INSTRUCTIONS

- Submission of Form-1 is governed by regulations 11 & 12 of ESI (General) Regulations, 1950.
- "Family" means all or any of the following relatives of an Insured Person namely:- (i) A spouse (ii) a minor legitimate or adopted child dependant upon the LP, (iii) a child who is wholly dependant on the earnings of the LP, and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the LP, so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details).
- Identity Card is Non-transferable.
- Loss of Identity Card be reported to Employer/Branch Manager immediately.
- Submission of false information attracts penal action under Section 84 of ESI Act, 1948.
- This form duly filled in must reach the concerned Branch office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- As an Insured person you and your dependent family members are entitled to full medical care. The other benefits in cash include (1) sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependents benefit and (5) Maternity Benefit (in case of women employees subject to fulfillment of contributory conditions).
- For more details Please Visit website of ESIC at WWW.esic.nic.in or www.esickar.gov.in contact Regional office or Branch Office.

1. Date of Allotment of Ins. No.
2. Date of issue of TIC :
3. Name/ No. of Disp :
4. Whether reciprocal Medical arrangements involved. If yes, please indicate:

Signature of Branch Manager

Payment of Gratuity (Central) Rules

FORM "F"

[See sub-rule (1) of rule 6]

Nomination

To Randstad India Pvt Ltd
Old No. 5 & 5A, New No 9, Pycrofts Garden Road
Nungambakkam, Chennai – 600 006

1. I, Shri / Shrimati / Kurnari Anisha Anil Chhajed
 (Name in full here)

whom particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s)

2. I hereby certify that the person(s) mentioned is/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4. (a) My father/mother/parents is/are not dependent on me.
 (b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the _____ to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
(1)	(2)	(3)	(4)
1. Anil Shankaral Chhajed	Father	53	100
2.			
3.			
So on.			

Statement

- Name of employee in full : Anisha Anil Chhajed
- Sex : Female
- Religion : _____
- Whether unmarried/married/widow/widower : UnMarried
- Department/Branch/Section where employed : _____
- Post held with Ticket or Serial No., if any : _____
- Date of appointment : 12/06/2023
- Permanent address : _____

Village _____ Thana _____ Sub-division _____
 Post Office _____ Districts _____ State Maharashtra _____

Place PUNE 49.15.231.122 (2409326)
 Date: 21-06-2023 19:31:56 Signature/Thumb impression of the employee

Declaration by witnesses

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses.	Signature of witnesses.
1. _____	1. _____
2. _____	2. _____

Certify by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any. _____ Signature of the employer/officer authorised
 Designation _____
 Date: 21-06-2023 Signature of the employee _____

***Note.-** Strike out words/paragraph not applicable

Nominee Declaration Letter

I am Anisha Anil Chhajed residing in address Pastakiya Plaza, Kamshet, Pune, Kamshet, Maharashtra - 410405. During my tenure at M/s. Randstad India Pvt Ltd, I am eligible for insurance policy benefits.

In case of my death during my tenure at Randstad India Pvt Ltd, I hereby declare that my policy benefits can be settled to my legal nominee, below are my family members details as per the Government records,

S.No	Name	Gender	Age	Relationship
1	Anil Shankarlal Chhajed		53	Father
2				
3				
4				
5				

Please consider this NOC for any kind of policy benefits settlement.

49.15.231.122 (2409326)
Signature/Thumb impression of the employee

Payment of Wages (Nomination) Rules, 2009

FORM - I
Nomination and Declaration Form
(See Rule 3)

- Name of Person making nomination : Anisha Anil Chhajed (in block letters)
- Father's/Husband's name : Anil Shankarlal Chhajed
- Date of Birth : 17/02/2000
- Sex : Female
- Marital Status : UnMarried
- Address
Permanent:

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event of my death.

Name of Nominee(s)	Address	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulations in credit to be paid to each nominee	If the nominee is a minor, name and address of the guardian who may receive the amount during the minority of the nominee
Anil Shankarlal Chhajed		Father	01/01/1970	100	

- Certified that I have no family and should I acquire a family hereafter, the above nomination shall be deemed as cancelled.
- * Certified that my father/mother is/are dependent on me.
- * Strike out whichever is not applicable.

49.15.231.122 (2409326)
Signature or thumb impression
of the employed person

CERTIFIED BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri./Smt./Kum. Anisha Anil Chhajed employed in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him/her.

S. B. Lakshmi

Signature of the employer or other authorised
Officer of the establishment and Designation

Place: PUNE
Date: 21-06-2023



Randstad India Pvt Ltd
Old No. 5 & 5A, New No 9, Pycrofts Garden Road
Nungambakkam, Chennai - 600 006
Name and Address of the Factory/
Establishment and rubber stamp thereof



Date : 14th Nov , 2022

Neelam Chavan

Pre Placement Offer Letter

Dear Neelam,

With reference to your internship and further discussion with us, we are pleased to offer you the position of "HR Executive" in our organization as per details and other terms and conditions given below:

Designation : HR Executive
Joining Date : 1st Dec 2022

The Salary Bifurcation and Compensation Details are as follow:

Compensation Details	Monthly	Quarterly	Yearly
Monthly Basic Salary	20,000		2,40,000
Annual Salary			2,40,000
Apart from the compensation, you will be entitled for Incentive & Bonus as per Targets achievements.			

- The Management reserves the right to merge, bifurcate or modify the above salary structure at any time at its sole discretion.
- Professional taxes or any other taxes need to be paid by the employee as per the policy.
- You will be on Probation for a period of six months from the date of your joining the organization. The probationary period is liable to be extended at the sole discretion of the management. You will not be deemed to have been confirmed unless you are informed in writing to that effect.
- In probation period your services can be terminated due to non-performance.
- You shall have to submit an authentic proof of your age before joining.



- On termination of your employment:
 - You will return to the management all the papers and documents relating to our business which are at that time in your possession and you will not retain any copy or extract there from.
 - You will not carry on the same business as that of our organization in the same locality where our organization carries on business.

- You will be bound by the Service Rules, Standing Orders, Settlements and Office Orders enforced by the Management from time to time in relation to conduct, discipline, Medical leave and holidays or any other matters relating to service conditions which will be deemed as Service Rules, Standing Orders, Settlements, Office Orders etc. and will form part of these terms of employment.
- If at any time during your employment, you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter or rules or dereliction of duties and/or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice put an end and terminate your employment with the company/firm/organization.
- You will not indulge actively or cause any act likely to affect the discipline that is expected from every employee of this company or associate with any such activities which may tantamount to act subversive of discipline.
- For grievous offences like conduct involving moral turpitude, corruption, embezzlement or misappropriation of organization's funds, serious negligence and dereliction of duty, refusal or deliberate failure to carry out written orders of superior officers, engagement in activities prejudicial to the interests of the security of the organization and the security of the states of India, involvement in a case justifying civil or criminal proceedings likely to lead to conviction, the appointing authority reserves its right to take suitable action against you.
- Your offer is being made on the basis of information given by you in your application for employment. In case any information as given by you is found incorrect or concealed at any time, your services will liable to be terminated without any notice or salary in lieu thereof.
- At the time of joining, you will be handed over Company's personnel policy giving details of office timings, leave rules, holiday's etc.

Wishing you a long association and bright career with us,

Thanking you.
HR Manager
Enosis Solutions Pvt Ltd

Offer Letter

11th September, 2023

Dear Asavari,

With reference to the interview and our subsequent discussions, we are pleased to offer you the position of "UI/UX Designer" with us at Investronaut. Below are the terms of offer.

1. Your expected starting date is 12th September, 2023. You will be asked to sign an Appointment letter at the beginning of your employment.
2. This is a full-time position, and your workdays will be from Monday to Friday from 9.30 AM to 6 PM / 10.00 AM to 6.30 PM. You will be reporting to the "Head of Operations, Kausubh Ghule"
3. Your monthly Gross salary will be Rs. 32,000/- (Rupees). Payment is subject to deduction of tax, as applicable
4. The terms of this Offer and the work assigned to you during your engagement with the company are completely confidential and you will be bound by such confidentiality terms as part of Investronaut policy and code of conduct.
5. In case you decide to resign, you will be required to give (Three) months' notice in writing

6. Submission of Documents: As part of your joining formality, you are required to submit the following documents (photocopies with self-attestation) within 2 (two) days from receipt of this offer:

- Academic Document
- Experience Letters, Relieving Letters of Previous employer
- Salary Proof
- Residence proof - (current and permanent) (driving license, ration card, leave license agreement, or passport copy)
- Aadhar Card
- Pan Card
- Passport Size Photograph
- Copy of your saving account cancelled cheque

We would like to have your response with your acknowledgment and confirmation to the offer. In the meantime, please feel free to contact us via email or phone should you have any questions.

Yours faithfully,



Vrishali Chaugule, HR Manager, Investronaut.



Office No. 410A, City Point, F Plot No. 188, Boat Club Road, Pune – 411 001
www.investronaut.com

Office No. 410A, City Point, F Plot No. 188, Boat Club Road, Pune – 411 001
www.investronaut.com

help@healthledger.co.in
+91 916 907 5555



To,

Ms. Mitali Ukey
Pune

Subject: Offer Letter for the post of Human Resource Partner

With reference to your application dated 26/11/2022 for the above post and the discussion during the final interview on 27/11/2022. We are pleased to offer you the post of Human Resource – Partner in our organization. Your annual CTC shall be Rs. 480,000 (Four lakh Eighty Thousand).

Your appointment is subject to your medical fitness provided from your end and background verification conducted by our team.

Appointment letter shall be granted on your date of joining which is 10/12/2022, as agreed by both the parties. Kindly indicate your acceptance by signing the copy of this letter.

Thank you !

Regards,

HEALTH LEDGER DIAGNOSTICS PVT LTD.



Healthledger Diagnostics Pvt. Ltd.

901/902, Platinum Square, Opp. Weikfield IT Park, Yimom Nagar, Pune- 411 014
www.healthledger.co.in | info@healthledger.co.in | (+91) 91 690 75555

Delivered By Technology

01st January 2023

PERSONAL AND CONFIDENTIAL

To,

Ms. Rutuja Parkhi

Subject: Offer Letter

Dear Rutuja,

We are happy to offer you a position in the role of Asst. Human Resource and Admin Executive in our organization SAGE Automation Group (India) Private Limited. The terms of this offer are below as follows:

Position: Asst. HR and Admin Executive

Remuneration: Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only) per annum on 'Cost to Company' basis including joining bonus.

The employee will receive a salary, and all other benefits forming part of his remuneration package subject to, and after, deduction of tax at source in accordance with applicable law. Salary shall be paid monthly as per company policy.

- 1) Date of Joining: 01st January 2023
 - Timings: 8:30 am to 6.00 pm (Monday to Friday)
 - Place of posting: Pune
- 2) Notice Period: 3 Months
- 3) Probation period: You will be on probation for the period of 6 months from the date of joining and your confirmation will be subject to your performance during the probation period.
- 4) Rules & Regulations: You will be governed by the Service Rules and Regulations of the Company in force and as amended from time to time.

✓ Return us a duplicate copy of this letter as a token of your acceptance.

Particulars	Amount	
	Annually (INR)	Monthly (INR)
BASIC	96,000	8,000
HRA	48,000	4,000
CONVEYANCE ALLOWANCE	12,000	1,000
MEDICAL ALLOWANCE	12,000	1,000
TELEPHONE INTERNET ALLOWANCE	24,000	2,000
SPECIAL ALLOWANCE	20,640	1,720
TOTAL (A)	2,12,640	17,720
OTHER BENEFITS		
PROVIDENT FUND (Employer)	9,360	780
INSURANCES	18,000	1,500
GRATUITY AS PER GOVERNMENT RULES AND REGULATIONS		
TOTAL (B)	27,360	2,280
FIXED CTC (A + B)	2,40,000	20,000
DEDUCTIONS		
PROVIDENT FUND (Employee)	9,360	780
PROFESSIONAL TAX (Rs.300 PT deducted in February)	2,500	200
TOTAL (C)	11,860	980
NET SALARY (A - C) BEFORE INCOME TAX COMPUTATIONS.	2,00,780	16,740

Please find enclosed details of Documentation as required at the time of joining the organization.

- 1) Photocopies of all educational certificates (X, XII, Graduation and Post-Graduation).
- 2) Photocopies of all Technical certifications if any.
- 3) Photocopies of all relieving orders from past employers.
- 4) Photocopy of passport (If available).
- 5) Form 16 (TDS deduction Certificate and Last Salary slip).
- 6) #2 PAN Card Photocopies.
- 7) #2 Passport size photographs.
- 8) Bank Details.
- 9) Address Proof. [Address proof of permanent address i.e., Electricity bill, Ration Card, Driving license, Passport copy].
- 10) Photo ID proof. [Driving license or passport copy or PAN Card Copy].
- 11) Two references with Name, postal address, Email, telephone number.

Best Regards,

Yours Sincerely,

For SAGE AUTOMATION GROUP (INDIA) PVT LTD

[Signature]
Authorized Signatory

Employee Name: Rutuja Parkhi

[Signature]
Signature

Page 2 | 2

Address: Sixth Floor, Karan Selene Building, Bhandarkar Road, Deccan, Shivaji Nagar, Pune - 411005, India

Scanned with CamScanner

28th September 2022

PERSONAL AND CONFIDENTIAL

To,

Ms. Rutuja Parkhi

Subject: Offer Letter

Dear Rutuja Parkhi,

We are happy to offer you a position in the role of **Talent Acquisition Coordinator (Intern)** in our organization SAGE Automation Group (India) Private Limited. The terms of this offer are below as follows:

Position: Talent Acquisition Coordinator (Intern)

Remuneration: Rs. 1,46,400/- (Rupees One Lakhs Forty-Six Thousand and Four Hundred Only) per annum on 'Cost to Company' basis.

The employee will receive a salary, and all other benefits forming part of his remuneration package subject to, and after, deduction of tax at source in accordance with applicable law. Salary shall be paid monthly as per company policy.

1) **Date of Joining:** 27th September 2022

- Timings: 8:30 am to 6:00 pm (Monday to Friday)
- Place of posting: Pune

2) **Notice Period:** 3 Months

3) **Probation period:** You will be on probation for the period of 2 months from the date of joining and your confirmation will be subject to your performance during the internship.

4) **Rules & Regulations:** You will be governed by the Service Rules and Regulations of the Company in force and as amended from time to time.

✓ Return us a duplicate copy of this letter as a token of your acceptance.

Page 1 | 2

Address: Sixth Floor, Karan Selene Building, Bhandarkar Road, Deccan, Shivaji Nagar, Pune - 411005, India

Scanned with CamScanner

Particulars	Amount	
	Annually	Monthly
BASIC	73,200	6,100
HRA	36,600	3,050
CONVEYANCE ALLOWANCE	6,000	500
MEDICAL ALLOWANCE	6,000	500
TELEPHONE INTERNET ALLOWANCE	12,000	1,000
SPECIAL ALLOWANCE	12,600	1,050
TOTAL (A)	1,46,400	12,200
PROVIDENT FUND (Employer)		
TOTAL (B)		
COST TO COMPANY (A + B)		
	1,46,400	12,200
DEDUCTIONS		
PROVIDENT FUND (Employee)		
PROFESSIONAL TAX		
(Rs.300 PT deducted in February)	2,500	200
TOTAL (C)	2,500	200
Net Salary (A - C) before income tax computations	1,43,900	12,000

Please find enclosed details of Documentation as required at the time of joining the organization.

- 1) Photocopies of all educational certificates (X, XII, Graduation and Post-Graduation).
- 2) Photocopies of all Technical certifications if any.
- 3) Photocopies of all relieving orders from past employers.
- 4) Photocopy of passport (If available).
- 5) Form 16 (TDS deduction Certificate and Last Salary slip).
- 6) #2 PAN Card Photocopies.
- 7) #2 Passport size photographs.
- 8) Bank Details.
- 9) Address Proof. [Address proof of permanent address i.e., Electricity bill, Ration Card, Driving license, Passport copy].
- 10) Photo ID proof. [Driving license or passport copy or PAN Card Copy].
- 11) Two references with Name, postal address, Email, telephone number.

Best Regards,

Yours Sincerely,

For SAGE AUTOMATION GROUP (INDIA) PVT LTD

[Signature]
Authorized Signatory

Employee Name: RUTUJA PARKHI

[Signature]
Signature

Page 2 | 2

Address: Sixth Floor, Karan Selene Building, Bhandarkar Road, Deccan, Shivaji Nagar, Pune - 411005, India

Scanned with CamScanner

SAGE AUTOMATION GROUP (INDIA) PRIVATE LIMITED

Office No 601, 6th Floor, H No 851/2, FPT No 187/1 Selene Building, Bhandarkar Road, Deccan Gymkhana, Shivajinagar, Pune Maharashtra 411005 India



Payslip for the month of October 2022

EMPLOYEE PAY SUMMARY

Employee Name : Rutuja Parkhi Employee No : 104
Designation : Talent Acquisition Coordinator LOP Days : 0
Date of Joining : 27 Sep 2022 PAN : -
Paid Days : 31
Work Location : Pune

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic	₹6,100.00	Professional Tax	₹200.00
House Rent Allowance	₹2,440.00		
Children Education Allowance	₹500.00		
Telephone Internet Allowance	₹1,000.00		
Fixed Allowance	₹2,160.00		
Gross Earnings	₹12,200.00	Total Deductions	₹200.00

Total Net Payable ₹12,000.00 (Indian Rupee Twelve Thousand Only)

**Total Net Payable = Gross Earnings - Total Deductions

- This is a system generated payslip, hence the signature is not required. -

Date: September 16, 2023

To,
Ms. Maanshri Jaiswal
Ravi Nagar, Athner Betul, Madhya Pradesh-460110.

Subject: Offer Letter

Dear Maanshri,

With reference to our discussions, we are pleased to offer you the position of "Executive-Human Resources" in the above organization.

Your gross emoluments shall be mentioned in your appointment letter. You will be issued a detailed appointment letter on your joining us.

You will be at present, posted at Pune (Maharashtra), but can be transferred anywhere, as may be deemed fit by the management. You are requested to report for duty on or before September 21, 2023. In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic / Professional attainments and work experience.
2. Documentary evidence of Date of Birth, Address proof and Relieving letter & TDS certificate from last employer, details of last salary, appointment letter of current employer.
3. Two passport size color Photographs.
4. Two References from your current organization, which has to be completed before you're joining.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

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

With Best Wishes,

For, SYSKA LED Lights Pvt. Ltd.



Vaidehi Parab
Deputy Manager-HR

SSK Group of Companies

SYSKA LED LIGHTS
PVT. LTD.

(Formerly known as SSK LED Lights Pvt. Ltd.)

SYSKA House, Office No.S-2, 2nd Floor, Sakore nagar, New Airport Road, Near Anand Residency, Pune 411014.
Tel: +91 20 40131000 Fax: +91 20 40100310 Email: info@saskledights.com Web: www.syskaledights.com
Corporate Identity Number: U31501PN2012PTC143392

EMPLOYMENT AGREEMENT

September 12, 2022

PRIVATE & CONFIDENTIAL
Shreya Vibhute

Permanent and Current Address
Yeldarkar colony, Vasmat road,
Parbhani - 431401

Appointment as Engineering Intern with effect from September 12, 2022

Dear Shreya,

At the outset, we welcome you to **ZiMetrics Technologies Private Limited** ("ZiMetrics") and wish you an enriching tenure with us.

With reference to our mail dated September 7, 2022, we are pleased to appoint you as Engineering Intern in ZiMetrics with effect September 12, 2022, subject to the following terms and conditions. This Employment Agreement ("Agreement"/ "Employment Agreement") supersedes and replaces all other communications made to you prior to the date of issue of this Agreement

1. TITLE AND DUTIES

You will perform such duties and exercise such powers as ZiMetrics may require time to time from you. You acknowledge that your designation, as stated above, may be changed at the discretion of ZiMetrics depending on the work assigned to you, including at the time of promotion and progression within ZiMetrics. Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.

2. PLACE OF WORK

You will be based in Pune, India. However, ZiMetrics reserves the right at any time to require you to work at any other division or location of ZiMetrics or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per ZiMetrics' then existing policies will be made available to you.

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Page 1 of 13


Shreya Vibhute (Sep 12, 2022 15:51 GMT+5:30)

3. EMOLUMENTS AND TAXES

1. Your gross Monthly Stipend is Rs.20,000 Per Month. There will be a change in the structure on completion of the internship.
 - (a) Stipend will be subject to standard statutory deductions and will be payable monthly in accordance with ZiMetrics customary payroll practices.
 - (b) The details of your emoluments is strictly between yourself and ZiMetrics. It has been determined based on numerous factors such as your job, skills specific background, and professional merit. This information and any changes made therein should be treated as personal and strictly confidential.
 - (c) You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. ZiMetrics is entitled to deduct from your remuneration, income tax, other taxes and levies which it is statutorily liable to deduct at source as applicable

4. INTERNSHIP:

You will be on internship for a period of six (6) Months

5. NOTICE PERIOD / TERMINATION FOR CONVENIENCE

This Employment Agreement will continue until terminated by either party by giving to the other not less than three (3) months prior notice in writing or, at ZiMetrics' sole discretion, gross salary for the equivalent period in lieu of Notice.

The tenure for the notice period starts from the date of service of the resignation letter or e-mail by you from your official email address to your reporting manager/ ZiMetrics HR official email address or the date of service of the termination for convenience letter or e-mail by ZiMetrics to you, as the case may be.

In either case, ZiMetrics may, in its sole discretion, terminate the Agreement before the expiry of the notice period, on such terms and conditions as may be decided by ZiMetrics. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's written approval, your employment will be immediately terminated by ZiMetrics for cause and without notice, in which case, you will be liable to pay to ZiMetrics an amount equal to (i) your then current gross salary for a period of three (3) months in lieu of the notice required to be provided by you; and (ii) any expenses incurred by ZiMetrics for your hiring and (iii) any expenses or damages incurred by ZiMetrics due to your unauthorized absence or cessation of employment. The aforesaid payments shall be, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics.

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Shreya Vibhute (Sep 12, 2022 15:51 GMT+5:30)

1. TERMINATION AND SUSPENSION

- 6.1. ZiMetrics may also terminate this Employment Agreement immediately, and with no liability to make any further payment to you, if you:
 - (a) commit any serious or repeated breach of any of your obligations under this Employment Agreement;
 - (b) are responsible for any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of ZiMetrics;
 - (c) are guilty of serious misconduct which, in ZiMetrics reasonable opinion, has damaged or may damage the business or affairs of ZiMetrics;
 - (d) are guilty of conduct which, in ZiMetrics reasonable opinion, brings or is likely to bring you or ZiMetrics into disrepute;
 - (e) are convicted of any crime involving moral turpitude;
 - (f) are in breach of any of ZiMetrics policies and procedures; or
 - (g) willfully cause damage to ZiMetrics property.This Clause shall not restrict any other right ZiMetrics may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by ZiMetrics in exercising its rights under this Clause shall not constitute a waiver of those rights.
- 6.2. Where notice of termination has been served by either party whether in accordance with Clause 4, this Clause 5 or otherwise, ZiMetrics shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:
 - (a) not to enter any premises of ZiMetrics; and/or
 - (b) to refrain from business contact with any customers, clients or other employees of ZiMetrics.
- 6.3. ZiMetrics may in its absolute discretion suspend you from your employment, on full salary, at any time during this Agreement including during any period in which ZiMetrics is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 5.2 above. All applicable Clauses within this Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to ZiMetrics during any such period of suspension. Depending on the outcome of the investigation, such suspension may result in termination of this Agreement which shall be subject to the effect of termination provisions hereunder or reinstatement of your employment at such terms as may be mutually agreed.
- 6.4. Upon termination of this Agreement for whatever reason, you will deliver to ZiMetrics all computer devices, laptops, machines, books, documents, papers, materials and other property relating to the business of ZiMetrics which may then be in your possession or under your power or control. Sections 6, 7, 8, 9, 10 and 14 shall survive any termination or cessation of this Agreement.

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Shreya Vibhute (Sep 12, 2022 15:51 GMT+5:30)



1. RESTRAINT ON ACTIVITIES

You will not, at any time during the term of this Employment Agreement engage in any conflicting employment, consulting or freelancing activities whether or not directly or indirectly associated with ZiMetrics' activities, without prior written consent from ZiMetrics. You will not, at any time after termination of this Employment Agreement, for whatever reason, represent yourself as being in any way connected with the ongoing activities or business of ZiMetrics.

2. POST TERMINATION

8.1. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during your employment with ZiMetrics and for 12 months immediately following the termination of your employment:

- Solicit or endeavor to entice away from ZiMetrics any person employed by ZiMetrics, at any time during your employment;
- Solicit or endeavor to entice away from ZiMetrics any customer or affiliate or supplier of ZiMetrics with whom you had dealings, directly or indirectly, at any time during your employment;
- Carry on or be in any way employed, engaged, concerned, or interested in any business directly competing in material respects with the business of ZiMetrics, by using the confidential or proprietary information of ZiMetrics including but not limited to ZiMetrics product or service details, client details, customer details, price lists and related ZiMetrics business information.

If the you wish to leave your employment with ZiMetrics or your employment is terminated, and if the you so request, ZiMetrics will consider in its absolute discretion waiving the terms of the above section if it is satisfied that the legitimate interests of ZiMetrics and its associated entities are not at risk.

3. PUBLICATION

You shall not, during the tenure of your employment with ZiMetrics or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of ZiMetrics, or defame ZiMetrics by making any derogatory statements about ZiMetrics, in any form of social media or public forums or otherwise. Breach of this Clause will entitle ZiMetrics to terminate this Agreement with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) and to pursue any legal action against you, as applicable. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, shall state that it is your personal view and that ZiMetrics shall have no liability or responsibility for the same whatsoever, information, documents, etc. You are required to read and understand Annexure A in acknowledgement of your acceptance of the terms and the conditions.

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Page 4 of 13

Shreya Vibhute (Sep 11, 2022 15:51 GMT+5:30)



1. INTELLECTUAL PROPERTY

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") attached herewith as **Annexure - B**, in favor of ZiMetrics. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read and understand Annexure B in acknowledgement of your acceptance of the conditions.

2. NOTICES

Notice under these terms and conditions will be treated as having been given if:

- In case of electronic notice:
 - It is sent by you to ZiMetrics' HR email address and your manager's official email address;
 - It is sent by ZiMetrics to you to the personal e-mail ID provided by you to ZiMetrics.
- In case of hard copy notice:
 - It is sent by ordinary registered post, by you to ZiMetrics' registered office;
 - It is sent by ZiMetrics to you at your last known address on file with ZiMetrics
 - and will be deemed to be given on the day when it would ordinarily be delivered after such posting.

It is your responsibility to notify ZiMetrics of any changes in your personal information within three (3) working days of such change being effective.

3. RETIREMENT

You will retire from the services of ZiMetrics on attaining the age of **58 years**.

4. CONDITIONS

Your continued employment with ZiMetrics under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for ZiMetrics without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with ZiMetrics that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, ZiMetrics may terminate your services with immediate effect and with no liability to make any further payment to you, without prejudice to recovery of any other monetary compensation legally recoverable from you by ZiMetrics for any damages. During your employment with ZiMetrics, you explicitly agree to adhere to and be governed by all the current policies and procedures adopted by ZiMetrics from time to time, as may be applicable to you.

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Page 6 of 13

Shreya Vibhute (Sep 11, 2022 15:51 GMT+5:30)



1. GOVERNING LAW

This Agreement shall be governed by the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

For **ZiMetrics Technologies Private Limited**

Swati Patil
Swati Patil - Head HR

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

Signature: *Shreya Vibhute*

Name (in Capitals): **SHREYA VIBHUTE**

Place & Date: **Pune, 12/09/22**

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Shreya Vibhute (Sep 11, 2022 15:51 GMT+5:30)



Annexure - A

NON-DISCLOSURE OBLIGATIONS

This Non-Disclosure Obligations is executed by and between ZiMetrics Technologies Private Limited, (the "Company") and Shreya Vibhute (Employee), pursuant to the Employment Agreement dated September 12, 2022.

ZiMetrics objective under this Annexure A (Non-Disclosure Obligations) is to provide protection for Confidential Information (defined below) disclosed to the Employee by ZiMetrics or any of its affiliate or group companies, while allowing the Employee access to ZiMetrics information prior to or during the tenure of the Employee's employment with ZiMetrics. For the purposes of this Annexure, "Company" shall be deemed to include all affiliate and group companies of ZiMetrics.

In consideration of the commencement of Employee's employment with Company and the compensation that will be paid, Employee and Company agree as follows:

1. COMPANY'S CONFIDENTIAL INFORMATION

In the performance of Employee's job duties with Company, Employee will be exposed to Company's Confidential Information. "Confidential Information" means information or material that is commercially valuable to Company and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

- technical information concerning Company's products and services, including product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
- information concerning Company's business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- information concerning Company's employees, including salaries, strengths, weaknesses and skills;
- information submitted by Company's customers, suppliers, employees, consultants or co-venture partners with Company for study, evaluation or use;
- any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect Company's business; and
- any confidential or proprietary information received by Company or which it may receive in future from third parties subject to a duty on ZiMetrics' part to maintain the confidentiality of such information and to use it only for certain limited purposes.

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Shreya Vibhute (Sep 11, 2022 15:51 GMT+5:30)



2. NONDISCLOSURE OF CONFIDENTIAL INFORMATION

Employee shall keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence. Employee will not disclose such information to anyone outside Company without Company's prior written consent. Nor will Employee make use of any Confidential Information for Employee's own purposes or the benefit of anyone other than ZIMetrics.

However, Employee shall have no obligation to treat as confidential any information which:

- was in Employee's possession or known to Employee, without an obligation to keep it confidential, before such information was disclosed to Employee by Company;
- is or becomes public knowledge through a source other than Employee and through no fault of Employee; or
- is or becomes lawfully available to Employee from a source other than Company.

3. CONFIDENTIAL INFORMATION OF OTHERS

Employee will not disclose to Company, use in Company's business, or cause Company to use, any trade secret or confidential information of others/third parties.

4. RETURN OF MATERIALS

When Employee's employment with Company ends, for whatever reason, Employee will promptly deliver to Company all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Employee will also return to Company all machines, equipment, files, software programs and other personal property belonging to Company.

5. CONFIDENTIALITY OBLIGATION SURVIVES EMPLOYMENT

Employee's obligation to maintain the confidentiality and security of Confidential Information shall remain even after Employee's employment with ZIMetrics ends and shall continue for so long as such Confidential Information is explicitly disclosed in the public domain by an authorized representative of ZIMetrics as such and/or remains a trade secret.

6. GENERAL PROVISIONS

- Relationships:** Nothing contained in this Annexure shall be deemed to make Employee a partner or joint venture of ZIMetrics for any purpose.
- Severability:** If a court finds any provision of this Annexure invalid or unenforceable, the remainder of this Annexure shall be interpreted so as best to effect the intent of ZIMetrics and Employee.



(c) **Integration:** This Annexure expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Annexure may not be amended except in a writing signed by both Company and Employee.

(d) **Waiver:** The failure to exercise any right provided in this Annexure shall not be a waiver of prior or subsequent rights.

(e) **Injunctive Relief:** Any misappropriation of any of the Confidential Information in violation of this Annexure may cause Company irreparable harm, the amount of which may be difficult to ascertain, and therefore Employee agrees that Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as Company deems appropriate. This right is to be in addition to the remedies otherwise available to Company.

(f) **Indemnity:** Employee agrees to indemnify Company against any and all losses, damages, claims or expenses incurred or suffered by Company as a result of Employee's breach of this Annexure.

(g) **Attorney Fees and Expenses:** In a dispute arising out of or related to this Annexure, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.

(h) **Governing Law:** This Annexure shall be governed in accordance with the laws of India, with the courts in Pune assuming exclusive jurisdiction on all matters hereunder.

For ZIMetrics Technologies Private Limited

Swati Patil
Swati Patil – Head HR

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

Signature: 
Shreya Vibhute (Sep 13, 2022 15:51 GMT+5:30)

Name (in Capitals): SHREYA VIBHUTE

Place & Date: Pune, 12/09/22



Annexure – B

PROPRIETARY INFORMATION AND ASSIGNMENT AGREEMENT

This Proprietary Information and Assignment Agreement ("Agreement") is executed by and between ZIMetrics Technologies Private Limited, (the "Company"), Shreya Vibhute (Employee), pursuant to the Employment Agreement dated Oct 27, 2021

WHEREAS:

The Employee is in employment with ZIMetrics since Oct 27, 2021 and Employee acknowledges that he/ she has had in the past/will have access to sensitive and Proprietary Information belonging to ZIMetrics and/ or to any of its affiliate companies ("Affiliates") and in order to protect the business interest of ZIMetrics and its Affiliates (hereinafter, individually or collectively referred to as, "ZIMETRICALS"), the Employee agrees to the terms set out herein.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the Parties agree as follows:

1. **Proprietary Information.** The Employee understands that his/ her work as an Employee of ZIMETRICALS, will involve access to and creation of confidential (including trade secrets) and proprietary information (collectively, "Proprietary Information"), which form the very basis of ZIMETRICALS business and existence. ZIMETRICALS has, therefore, a very direct interest in protecting its valuable Proprietary Information. The Employee agrees to keep all Proprietary Information in trust for the benefit of ZIMETRICALS. The Employee shall never use any Proprietary Information, except as required by his/ her duties to ZIMETRICALS. Employee understands that this prohibition on use or disclosure prevents him/ her from discussing Proprietary Information, even in general terms, with persons outside ZIMETRICALS. Even within ZIMETRICALS, the Employee shall discuss or disclose the Proprietary Information ONLY with those persons with or to whom he/ she is authorized to discuss or disclose such information, on a need to know basis.

"Proprietary Information" means information, ideas, and materials of or about ZIMETRICALS, Employees, customers of ZIMETRICALS or others with whom ZIMETRICALS conducts business. Proprietary Information that is not generally known to the software or recruiting industries or the public is confidential, and the Employee agrees to exercise diligence at all times to maintain the confidentiality of all Proprietary Information and not disclose Proprietary Information. The Employee understands that his/ her obligation to keep Proprietary Information strictly confidential shall survive the termination of his/ her employment and/ or this Agreement.

Proprietary Information includes, without limitation, information, ideas or materials of a technical nature such as research and development results, software design and specifications, source and object code, training and training materials, invention disclosures, patent applications, and other materials and concepts relating to products and processes. Proprietary Information also includes information, ideas, or materials of a business nature such as non-public financial information; information relating to profits, costs, marketing, strategy, purchasing, sales, customers, suppliers, contract terms, Employees, and salaries, product development plans; business and financial plans and forecasts, student information, client company information, and marketing and sales plans and forecasts.



2. **Inventions & Assignment.** The Employee shall promptly and fully disclose to ZIMETRICALS, all ideas, inventions, discoveries, creations, designs, materials, works of authorship, trademarks, and other technology and rights (and any related improvements or modifications thereof), whether patentable or not, copyrightable or not, or otherwise protectable or not under any form of legal protection afforded to intellectual property (collectively, "Inventions"), relating to any activities of ZIMETRICALS of which the Employee is aware or become aware, conceived or developed by him/ her alone or with others, during (1) the term of his/ her employment, whether or not conceived during regular business hours, or (2) within one (1) year after termination of his/ her employment if based on Proprietary Information.

Such Inventions shall be the sole property of ZIMETRICALS. To the extent possible, such Inventions shall each be considered a "Work Made For Hire" by the Employee for ZIMETRICALS under relevant provisions of Copyright Law. To the extent the Inventions may not be considered a "Work Made For Hire", the Employee hereby irrevocably assign to ZIMETRICALS, at the time of creation of the Inventions, without additional consideration, any right, title, or interest the Employee may have in such Inventions. The Employee will (whether during or after his/ her employment) execute such written instruments and do other such acts as may be necessary in the opinion of ZIMETRICALS to obtain a patent, register a copyright, or otherwise protect or enforce ZIMETRICALS rights in such Inventions. The Employee, hereby irrevocably appoints ZIMETRICALS and any of its officers as his/ her attorneys-in-fact to undertake such acts in his/ her name. The Employee will allow ZIMETRICALS to inspect any Inventions that he/ she conceive or develop within one year after termination of his/ her employment to determine if they are based on Proprietary Information.

This assignment obligation does not apply to Inventions which are conceived or developed entirely on his/ her own time and for which the Employee does not use any equipment, supplies, facilities, or Proprietary information of ZIMETRICALS or any of its customers, if such Inventions: (a) do not relate to the business or (current and reasonably anticipated) research and development efforts of ZIMETRICALS or ZIMETRICALS customer; and (b) do not result from any work performed by Employee (alone or with others) for ZIMETRICALS.

3. **Return of Proprietary Information.** On termination of employment with ZIMetrics, or at any time if so requests, the Employee will deliver immediately to ZIMETRICALS all property belonging to ZIMETRICALS and all material containing Proprietary Information regardless of the storage media type, including but not limited to notebooks, notes, memoranda, records, diagrams, blueprints, bulletins, formulas, reports, computer programs and documentation, other data, customer lists, accounts of customers, any other records relating to customers, or memorialization's of any kind coming into his/ her possession or kept by him/ her in connection with his/ her employment including any copies, in his/ her possession, whether prepared by him/ her or others.

4. **Former Employers'/ Third Party's Information.** The Employee agrees that he/ she will not, during his/ her employment with ZIMETRICALS, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that he/ she will not bring onto the premises of ZIMETRICALS any unpublished document or proprietary information belonging to any such employer, person or entity or any third party unless consented to, in writing by such employer, person or entity. To the extent that the Employee has such information or materials, he/ she acknowledge notice that ZIMETRICALS does not want him/ her to disclose such information or materials to ZIMETRICALS, nor does ZIMETRICALS want him/ her to use such information or materials in any work that the Employee may perform for ZIMETRICALS.



5. **Assistance Upon Termination.** The Employee shall upon leaving employment with ZIMETRICS, assist ZIMETRICS in patenting any inventions even after severance of employment by way of undertaking required formalities (at reasonable expenses paid by ZIMETRICS) and for this purpose keep ZIMETRICS informed of his/ her addresses in the succeeding five years after leaving employment.

6. **Reserved Rights: License.** The Employee has listed on the attached **Annexure "B-1"** a detailed description of all of independent inventions developed or conceived by him/ her, patented or unpatented and, to the extent that he/ she possess proprietary rights therein, the Employee wishes to have such proprietary rights excluded from this Agreement. If there is no such list, the Employee represents that there are no such items to be excluded. In the event that the Employee incorporates, uses, or otherwise employs ("Use") any inventions in which the Employee possesses any proprietary rights to develop or modify any work (including any interim versions thereof and whether for internal and/or customer use) of or for ZIMETRICS, he/ she hereby grants to ZIMETRICS a perpetual, irrevocable, royalty free, worldwide, nonexclusive license to make, have made, perform, display, use, practice, sell, sublicense, reproduce, distribute, prepare derivative works, and otherwise exploit such proprietary rights.

7. **Conflicting Agreement.** The Employee represents that there are no other contracts to assign Inventions now in existence between the Employee and any other corporation or other third party, unless he/ she has so indicated on **Annexure "B-1"** and unless a copy of any such contract is provided to ZIMETRICS.

8. **Zimetrics Policies.** The Employee agrees to comply with the policies and procedures of ZIMETRICS INC. and Zimetrics, in their respective Employee manuals, code of conduct and bulletins, and other communications which may all be modified from time to time at the sole discretion of ZIMETRICS. In the event of any inconsistencies, the terms of this Agreement shall govern unless otherwise stated.

9. **Choice of Law, Jurisdiction, Remedies.** This Agreement shall be governed by and construed in accordance with the laws of India, and the Employee voluntarily submits himself/ herself to the jurisdiction of the courts of Pune. The Employee acknowledges that breach of this Agreement would cause irreparable damage to ZIMETRICS the monetary value of which, he/ she acknowledges, shall be extremely difficult to be ascertained. Therefore, the Employee agrees that, in addition to other remedies, ZIMETRICS, is entitled to a temporary restraining order, an injunction, or other equitable relief to prevent any such breach.

10. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be reformed to the minimum extent necessary to be valid and enforceable, and the validity or enforceability of the other provisions shall not be affected.

11. **Successors.** This Agreement inures to the benefit of successors and assigns of ZIMETRICS and is binding on his/ her heirs and legal representatives.

12. **Survival.** This Agreement survives termination of his/ her employment with ZIMETRICS.

13. **General.** This Agreement shall not be modified except in writing and signed by him/ her, an authorized representative of ZIMETRICS

14. **Counsel.** The Employee understands that he/ she may have independent legal counsel review this Agreement, at his/ her own expense, on his/ her behalf prior to execution.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED AND DELIVERED THIS AGREEMENT TO BE EFFECTIVE ON THE LAST DATE OF SIGNATURE SET FORTH BELOW.

For ZIMetrics Technologies Private Limited

Swati Patil
Swati Patil – Head HR

Jyoti Verma - Head Compliance & Audit

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

Signature: 
Shreya Vibhute (Sep 12, 2022 15:51 GMT+5:30)

Name (in Capitals): SHREYA VIBHUTE

Place & Date: Pune, 12/09/22

Annexure B-1: Description of all of independent inventions and Conflicting Agreements

<"Employee to enter details in any- Refer Section 6 and 7 of this Agreement">

N.A



PRIVATE AND CONFIDENTIAL

Date: 16th September 2022

To,

Ms. Rajsee Sarwate
Pune

Dear Rajsee,

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of SEO Content Writer on the terms & conditions mutually agreed by us. Your Annual Cost to Company (CTC) shall be Rs.3,00,000 pa subject to statutory deductions.

You have to join on or before 22nd September 2022 failing which this offer will stand cancelled automatically & no claim for employment or of any other nature shall neither be entertained by us nor shall lie against us.

You will be required to serve a probationary period of Six (6) months from the date of joining, where upon subject to your performance, the Company will confirm Your employment and you will be issued a confirmation letter. Your probationary period may be extended if deemed necessary and you shall continue to be on probation until your confirmation by the Company management.

The detailed "Letter of Appointment", with the terms and conditions will be issued to you on completion of your joining formalities.

Please return the duplicate copy of this letter duly signed by you, confirming your acceptance.

For and on behalf of Sekel Technologies Private Limited

For,



Tasneem Hakimjiwala

Tasneem Hakimjiwala

HR Manager

I accept this offer of employment with Sekel Technologies and agree to the terms and conditions of employment outlined in this letter.

Signature:  Date: 17 Sep 2022

Planned start date:

Documents to be submitted by the selected Candidate: -

1. Copy of Highest Educational credentials (Degree/Diploma/PG) (Mandatory)
2. Passport size photographs with blue background (Mandatory)
3. Copy of your PAN Card (Mandatory)
4. Copy of Aadhar Card (Mandatory)
5. Copy of Local Address Proof (Aadhar card Mandatory)
6. Resume
7. Last 3-month salary slip of previous organization with UAN, ESIC & PF numbers & Previous organization offer OR Appointment Letter.
8. Fill below Joining kit & Offer Letter Acceptance.



Please find below salary structure

* Since, Basic Salary is More than Rs. 15,000/-, Enrollment for PF is Optional

Yearly CTC	3,00,000	3,00,000
Monthly CTC	25,000	25,000
If not Enrolled for PF If Enrolled for PF		
Particulars	Amount (Rs.)	Amount (Rs.)
Basic Salary	12,500	12,500
House Rent Allowance	5,000	5,000
Medical Allowance	2,500	2,500
Leave Travel Allowance	1,000	1,000
Special Allowance	4,000	2,200
Employer Contribution to PF	-	1,800
Employer Contribution to ES	-	-
Total	25,000	25,000

Total Monthly CTC 25,000.00 25,000.00
Total Monthly Gross Salary 25,000.00 23,300.00

On the basis of the above CTC, Monthly Net Salary Before TDS will be:		
Particulars	Amount (Rs.)	Amount (Rs.)
Gross Salary	25,000.00	23,300.00
Less:		
Professional Tax	200.00	200.00
Employee Contribution to PF	-	1,800.00
Employee Contribution to ES	-	-
Net Salary before TDS	24,800.00	21,300.00

* TDS will be calculated separately as per CTC and investment declaration provided.

Sekel Technologies Private Limited 193, Indira Nagar, Double Road, Eshwara Layout Stage 2, Indiranagar, Bangalore, Karnataka 560038, India Pay Slip for the month of September 2022																																																					
Employee Name	Safaa Shaikh	No of Days in a Month	31																																																		
Employee ID	000001	No of Leaves Taken	01																																																		
Department	Software Tester	No of Days Paid	31																																																		
Bank	State Bank																																																				
Date of Issuing	09/30/2022																																																				
Location	Bangalore																																																				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Particulars</th> <th>Amount (INR)</th> <th>TDS (INR)</th> <th>Deductions</th> <th>Amount (INR)</th> <th>TDS (INR)</th> </tr> </thead> <tbody> <tr> <td>Basic Pay</td> <td>12,500</td> <td>0.00</td> <td>Professional Tax</td> <td>200</td> <td>0.00</td> </tr> <tr> <td>House Rent Allowance</td> <td>5,000</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Medical Allowance</td> <td>2,500</td> <td>0.00</td> <td>Employee Contribution to PF</td> <td>1,800</td> <td>0.00</td> </tr> <tr> <td>Leave Travel Allowance</td> <td>1,000</td> <td>0.00</td> <td>Employee Contribution to ES</td> <td>-</td> <td>0.00</td> </tr> <tr> <td>Special Allowance</td> <td>4,000</td> <td>0.00</td> <td>Salary Advance</td> <td>-</td> <td>0.00</td> </tr> <tr> <td>Basic Allowance</td> <td>2,500</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>25,000</td> <td>0.00</td> <td>Total</td> <td>2,000</td> <td>0.00</td> </tr> </tbody> </table>						Particulars	Amount (INR)	TDS (INR)	Deductions	Amount (INR)	TDS (INR)	Basic Pay	12,500	0.00	Professional Tax	200	0.00	House Rent Allowance	5,000	0.00				Medical Allowance	2,500	0.00	Employee Contribution to PF	1,800	0.00	Leave Travel Allowance	1,000	0.00	Employee Contribution to ES	-	0.00	Special Allowance	4,000	0.00	Salary Advance	-	0.00	Basic Allowance	2,500	0.00				Total	25,000	0.00	Total	2,000	0.00
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Reimbursements	-																																																				
Amount Pay (INR)	7,306																																																				
Payment mode: Bank Transfer This Pay Slip is computer generated and doesn't require any signature																																																					



Date: 1st November 2022

E Code: SFTD071

NAME: Safaa Shaikh

Pune. PRIVATE AND CONFIDENTIAL

Sub: Letter of Appointment.

Dear Safaa,

With reference to our mutual discussions in respect of your interest in our organization, we are pleased to appoint you in the position of HR Executive on the following terms and condition w.e.f. 1st November 2022.

1.1 The Employee is hereby employed as HR Executive—SEKEL TECHNOLOGIES PVT LTD with effect from 1st November 2022 on a salary as detailed in the Offer Letter. Employee hereby accepts the employment and agrees to perform such duties as assigned by the Employer from time to time and customarily performed by one holding such position.

1.2 During the period of your fixed tenure appointment, you may be required to undergo such training as may be found necessary.

1. Probation

2.1 The Employee shall be on probation for 6 (Six) months from the start date. The Employer shall after the successful completion of Probation issue a 'Confirmation Letter' confirming the employment with the Employer.

2. Performance of Employee's Duties

3.1 The Employee agrees that he / she owns his / her employability and shall keep his / her skills and expertise updated and relevant for performance of his / her duties in the Employer. The Employee further agrees that he / she shall not use the Employer's information for his / her personal gain and work towards the best interests of the Employer at all times and ensure that there is no conflict of interest in performing the Employer's duties.



1. Compensation & Career Progression:

4.1 Any increase in compensation in future and future career growth prospects in the organization shall depend entirely on your efficiency, hard work and good conduct and due compliance of organization's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time and automatic a matter of right.

5. Conflict of Interest and Non-Compete

5.1 During Employee's employment with the Employer, the Employee will not, directly or indirectly, with- out the written consent of the Employer's management, and whether or not for compensation, either on his own account or as an employee, officer, agent, consultant, director, owner, partner, joint venture, shareholder, investor, or in any other capacity (except as an employee or officer acting on behalf of the Employer) knowingly engage in any activity or business which is the same or substantially similar to the Employer's business.

5.2 The Employee agrees that he / she personally shall not enter into any situation which competes, compromises, jeopardizes or conflicts with the Employer's business interests including entering into any arrangement or relationship with Employer's competitors either through the Employee or through others, either for compensation or not, during the subsistence of employment with company and for a period of one year subsequent to the termination of employment. You agree that the period of One Year is reasonable and agreeable to You.

5.3 **Conflict of Interest:** The Employee is the Employer's whole-time employee and shall not engage in any outside work over and above the legitimate work in the Employer, on duty days, on holidays or when on leave without obtaining the prior written permission by the Employer's management.

5.4 **Cooling-off period:** The Employee shall not for a period of 12 months from the date of termination of this Employment Agreement work directly with any of the customers/ affiliates/ vendors of the Employer.

5.5 **Non-circumvention:** The Employee shall not circumvent the Employer's business efforts and directly interact or conduct business in any form, for consideration or otherwise, with the Employer's customers / potential customers. The Employee shall not dissuade potential customers, or cause



jeopardy to any of Employer's business revenues or use Employer's information network or resources to one's own (whether direct or indirect) benefit.

5.5 Non-Solicitation: During the term of your employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

5.6 Soliciting Customers After Termination of Agreement. For a period of one (1) year following the termination of your employment and your relationship with the Company, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Company on whom You have called or with whom You became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company

5.7. Injunctive Relief. You hereby acknowledge (1) that the Company will suffer irreparable harm if You breach your obligations under this Agreement; and (2) that monetary damages will be inadequate to compensate the Company for such a breach. Therefore, if You breach any of such provisions, then the Company shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.

6. Termination

6.1 Termination by Employee: In the event of voluntary resignation by the Employee, he / she should submit the "Resignation letter" stating reasons of resignation not less than 30 days / one month prior (Notice Period) to the scheduled date of resignation. In exceptional cases, failure to serve the Notice Period by the Employee may be condoned by the Management or Reporting Manager / HOD of the Employee at its own discretion and may release the Employee by recovering the shortfall amount calculated on the full and final settlement of the Employee.

6.2 Termination of employment by Employer: The Employer can terminate the



employment of the Employee on the ground of disciplinary action or non-performance by providing 30 days / one-month prior notice or Gross salary in lieu thereof.

6.3 Forthwith Termination. Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof for any of the following reasons:

- Any act misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- In case particulars mentioned in your application or unsubstantiated or discussions, papers submitted by you to the company are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and / or that you have suppressed and /or withheld any information.
- In case you have undertaken any direct/indirect – full time or part time business or work whether for honorarium or remuneration, without prior written permission of the company.
- If you have participated in any Elections of any kind without obtaining prior written permission from the company.
- If you have indulged in passage of confidential information of the company, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the company.
- If you remain absent from your duties, for 7 days continuously without any intimation or prior permission of your superior.
- Negative reports from any back-ground check or from references provided by the Employee,
- on any ground during Probationary Period.

6.4 Corporate Restructuring. The Employer also may terminate the employment upon 7 days' notice to the Employee should any of the following events occur:



- The sale of all or substantial assets or shares of the Employer;
- The Employer's decision to terminate its business, liquidate its assets or the business conditions of the Employer;
- The merger or consolidation of the Employer with another Employer.

7. Employment Policies and compliance

7.1 The Employee agrees to read and understand all employee policies, terms, processes, and regulations of the Employer. The Employer agrees to display such information on its internal website accessible by all employees. Any terms and conditions not specifically covered under this Agreement shall be governed by the internal rules and regulations of the Employer. The Employer has policies and processes in situations of death, incapacity, illness, travel, reimbursements, leave, bonus, pay in lieu of termination notice, performance appraisals and others.

7.2 The Employee agrees to abide by all applicable laws and regulations and support the Employer in adherence to legal requirements.

8. GENERAL

- You may be selected and sponsored by the Company for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and / or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.
- You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.
- You will intimate in writing to the Company any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you. You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any



property / material of the Company in your possession at the time of cessation of your employment with the Company.

8.4. In the event of your failure to handover the assets of the Company at the time of cessation of the employment, you agree that the Company has all the rights to withhold your full and final payment till the assets are handed over. In the event of any damage caused to the asset, the Company retains the right to charge all expenses incurred on replacement/ repair from your full and final settlement amount.

8.5. The present designation is subject to change depending upon work assignment from time to time.

8.6. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. During this entire period of suspension, you will not be paid a suspension allowance and that such period of suspension will be taken as leave without pay. If, however, the enquiry officer records that the said enquiry is being delayed due to any act, deed or conduct on your part, the Company subject to its discretion may immediately terminate the service contract without giving any show cause notice. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

8.7. You are being appointed by the company on the basis of information furnished and representation made by you. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and condition of employment or the company code of conduct, the company will have right to terminate your services at any time without notice

9. Confidential Information and Intellectual Property Rights

8.1 The Employee agrees to execute a Non-Disclosure Agreement (Annexure A) with the Employer which governs the treatment of confidential information and intellectual property rights.

10. Relationship of the Parties

9.1 The relationship between the Parties is solely that of employer and employee.



11. Remedy

10.1 The Employee agrees that its obligations provided in this Agreement are necessary and reasonable in order to protect Employer and its business, and Employee expressly agrees that monetary damages would be inadequate to compensate for any breach of the covenants as set forth in this Agreement. Accordingly, the Employee agrees and acknowledges that any such violation or threatened violation shall cause irreparable injury to Employer and that, in addition to any other remedies that may be available, in law, in equity or otherwise, Employer shall be entitled to obtain injunctive relief against the threatened breach of this Agreement or the continuation of any such breach by Employee.

12. Governing Law

11.1 This Agreement shall be governed by, and construed in accordance with, the laws of India. Any and all dispute between you and the Company shall be referred to a sole arbitrator appointed by the Company.

11.2 The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996 shall be subject to exclusive jurisdiction of the courts at New Delhi shall have sole jurisdiction to adjudicate all dispute and differences between the Parties.

13. Severability

12.1 Nothing herein contained shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision of this Agreement and any present or future statute, law, ordinance or regulation, the latter shall prevail, but in such event the provision of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

14. Waiver

The failure of a Party to insist upon strict adherence to any term of this Agreement on any occasion shall not be considered a waiver thereof or deprive that Party of the right thereafter to insist upon strict adherence to that term or any other term of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

For Sekel Technologies Private Limited



Tasneem Hakimjiwala

Tasneem Hakimjiwala
HR Manager

EMPLOYEE

I have read, understood and agree to the terms of employment

Signature:Safaa Shaikh.....

NAME: ...Safaa Shaikh..... DATE: ...1.11.2022

Annexure A

Employee Non-Disclosure Agreement

In exchange for being employed by Sekel Technologies Private Limited ("Employer"), or any of its subsidiaries, affiliates or successors, I agree that:

1. **General Conduct:** While working for the Employer, (referred to in this



Agreement as "Employer"), I will perform my assigned duties and comply with all the Employer policies, procedures, guidelines, rules, and instructions.

2. **Prior Third-Party Information:** I represent that I do not possess, have not brought, and will not bring to the Employer, nor use in the course of the performance of my duties at the Employer, any proprietary or confidential information of any former employer or third party without their written authorization.

3. **"Confidential Information"** shall mean and includes information which is confidential including Proprietary Information and other information related to the business of the Company, its affiliates or any third parties with which the Company associates, whether or not such information is expressly marked or designated as confidential information and includes but is not limited to:

- a) information of value or significance to the Company or its competitors (including potential competitors) such as:
 - i. data of or about the Company or its vendors, customers, employees, advisors, mentors, service providers or consultants, in particular, contact information and sales information;
 - ii. data about Company's compliance with applicable law including data about licenses, permissions, approvals, permissions or consents applied for, requested by, granted to or denied to the Company or its promoters;
 - iii. data about all filings and official submissions made by the Company to governmental authorities and the content of the discussion and communication by the Company with such authorities;
 - iv. data related to the Company's business, its existing and upcoming products, services, business strategy, terms of engagement with its vendors or customers, pricing data, business plans;
 - v. any data, documents, sketches, designs, plans, drawings, photographs, reports, communication, technical information, information about Intellectual Property Rights, user information, compilation, subscription details, asset information, know-how, research and development, internal policies;



vi. any information related to the Company's technology, software, hardware, code, design, business strategy, business plan, internal systems, business architecture;

vii. financial data, in particular, concerning budgets, fees and revenue calculations, sales figures, financial statements, profit expectations and inventories of the Company;

viii. training data, particularly documents, videos, processes, multimedia files, presentations and any such training resources that the Employee gains access to during his association with the Company;

ix. security information (including passwords, login credentials) used to access any resource owned or operated by the Company, its affiliates, clients or third-party agents;

x. client or user data, user credits, user analytics, user preferences, feedback information;

b) any information which may be reasonably understood by its nature, or by the context of its disclosure, to be confidential;

c) any information derived from any of the above-mentioned information; and

d) original information supplied by the Company or information provided to the Company by third parties which the Company is obligated to keep confidential.

4. **"Intellectual Property Rights"** means and includes, without limitation, any patents, copyrights, trademarks, trade secrets, service marks, database right, design right, moral right or any other property rights (in each case, whether registered or not and including applications for registration, if any) that grant similar rights as the foregoing, anywhere in the world.

5. **"Company Intellectual Property"** means any Proprietary Information created, conceived, developed, improved upon or contributed to by the Employee during the course of Employment.

6. **"Proprietary Information"** means and includes, but is not limited to, Company Intellectual Property information about software programs, designs, source code, object code, algorithms, trade secrets, formulae, designs, know-how, domain names, processes, applications, data, ideas, techniques, documents, notes, presentations, works of authorship, business plans, customer lists, user information, vendor data, customer data, operational data, terms of compensation and performance levels of employees, and other information concerning the



actual or anticipated business, research or development, prices and pricing structures, marketing and sales information, competitive analysis, and any information and materials relating thereto, or which is received in confidence by or for the Company or its Affiliates from any other person, whether or not it is in written or permanent form.

7. CONFIDENTIALITY OBLIGATIONS

7.1 The Employee agrees and acknowledges that during the term of his employment with the Company ("Employment"), the Employee shall have access to Confidential Information through oral, visual, electronic or written means, solely by virtue of the Employment and for the purpose of enabling Employee to discharge his obligations towards the Company as an employee. The provision of access to Confidential Information to the Employee shall be at the discretion of the Company.

1. The Employee understands and acknowledges that the Confidential Information is of immense value to the Company and its Affiliates and/or its present, past or prospective clients. The Employee understands that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company and its Affiliates and its reputation and hence undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company and only during the term of his Employment.
2. The Employee agrees and undertakes that at all times during the term of his Employment and thereafter on termination of his Employment for whatever reason to hold in the strictest confidence, and not to use, except for the benefit of the Company and its Affiliates, and absolutely refrain from in any manner divulging, discussing, disclosing the Confidential Information to any third party or in any manner directly or indirectly using the Confidential Information without the written authorization of the Company.
3. The Employee recognizes that the Company and its Affiliates have received and, in the future, will receive from third parties, information that would be confidential and proprietary in nature to such third parties, during the course of his Employment. The Employee agrees to hold all such third-party information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out his work for the Company consistent with the Company's agreement with such third party.



4. The Employee further undertakes not to make copies of such Confidential Information except as authorized by the Company. Nothing contained in this Agreement shall be construed as granting or conferring any rights either as a license or otherwise in the Confidential Information. The Employee shall not claim or represent to hold any interest by way of ownership, assignment or otherwise in the Confidential Information.

5. The Employee shall, upon termination of the Employment, promptly return to the Company all Confidential Information including all materials and documents obtained from or through the Company (in hard or soft copy).

6. This Clause shall survive the expiration or termination of this Agreement.

8. INTELLECTUAL PROPERTY RIGHTS

8.1. The Company shall retain all rights, title and interest and Intellectual Property Rights in any Company Intellectual Property created, conceived, developed, contributed to or improved upon by the Employee during the course of his Employment, shall vest with the Company upon such creation, conception, development, contribution or improvement. Notwithstanding anything to the contrary, no license with respect to Intellectual Property Rights shall be deemed or implied to be granted by the Company to the Employee in respect of the Company Intellectual Property.

1. The Employee shall not reverse-engineer, decompile, or disassemble, modify or copy (except for making a single back-up copy) any methodologies, software or whitepaper article, themes, headlines, or Confidential Information disclosed under this Agreement and shall not remove, overprint, deface or change any notice of confidentiality, copyright, trademark, logo, legend or other notices of ownership from any originals or copies of Confidential Information it receives from the Company.
2. To the extent that any rights referred to under Clause 8.1 do not vest with the Company automatically as per the terms above or through operation of law, the Employee hereby irrevocably and in perpetuity assigns to the Company all of right, title and interest (including without limitation any and all Intellectual Property Rights), that is now or may be available, in: (a) any and all Company Intellectual Property; and (b) any and all Proprietary Information that the Employee may have conceived, created, improved upon, developed or contributed to prior to the Effective Date, as part of his association with, contribution to the Company or its incorporation (including as part of work undertaken for the business of the Company prior to its incorporation).



3. The Employee agrees and understands that any and all copyrightable works that are prepared by the Employee, within his scope of service, is "work for hire" under applicable law and the Company will be considered the first owner of such copyrightable works. To the extent that the Company is not considered the first owner of the Intellectual Property Rights created by the Employee, the copyright and all related rights, title and interest in all such Company Intellectual Property is irrevocably assigned by the Employee to the Company in consideration of the Employment which constitutes valid and adequate consideration. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims under applicable law in respect of ownership of such Company Intellectual Property.

4. During the Employment, whatever gets created, developed, modified in the form of any hardware or software design, engineering, hardware code, software code, hardware and software library, schematic, architectural, layout, protocol, model or any Intellectual Property or document in any format by the Employee with or without the assistance or involvement of any other Person during the Term using own tools or the Company's or its partners/Affiliates' tools and systems will always be property of the Company.

5. The Employee shall do all acts, deeds and things including execution of necessary documents without charge or compensation but at the cost of the Company for fully and effectively vesting in the Company the rights in any Intellectual Property Rights as referred to in this Clause 8.

6. The Employee hereby irrevocably appoints the Company as his attorney for the purpose of executing in the name and on behalf of the Employee all such deeds and documents as may be required pursuant to this Clause 8.

7. The Employee represents and warrants that the Employee has not violated and will not violate the Intellectual Property Rights of any third party and agrees not to violate the Intellectual Property Rights of any third party in the course of Employment.

8. The Employee acknowledges that the Employment and the remuneration paid by the Company to the Employee is a good, valuable and adequate consideration, to be bound by the terms and conditions of this Agreement.

9. **Non-disclosure to Third Parties:** Except as required by me in performing my duties, I shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information,



concepts, or ideas to any third party without the prior written consent of the Employer which consent may be denied in each instance and all of the same, together with publication rights, shall belong exclusively to the Employer.

10. **Documents, etc.:** All documents, including but not limited to procedural manuals, guides, specifications, plans, drafts, lists of present, past or fixed customers, customer proposals, invitations to submit proposals, price lists and data relating to the pricing of the Employer' products and services, records, notebooks and all other materials containing Confidential Information or information about concepts or ideas (including all copies and reproductions thereof), that come into my possession or control by reason of my performance of the relationship, whether prepared by me or others:

- (a) are the property of the Employer,
- (b) I cannot make any personal copies of such Employer documents, drafts or cannot use such documents or drafts for personal purposes.
- (c) will not be used by me in any way other than in connection with the performance of my Duties with the Employer,
- (d) will not be provided or shown to any third party by me,
- (e) will not be removed from the Employer's premises (except as my Duties require), and
- (f) at the termination (for whatever reason), of my relationship with the Employer, will be left with, or forthwith returned by me to the Employer.

11. **Assignment:** I agree that I will promptly make full written disclosure to the Employer, and hereby assign, and agree to assign, to the Employer, or its designee, all my right, title and interest throughout the world in and to any and all inventions, original works of authorship, developments, concepts, know-how, improvements, trademarks, domain names or trade secrets, whether or not patentable or registrable under patent, trademark, copyright or similar laws, that I may solely or jointly conceive or develop or reduce to practice or fix in a tangible medium, or cause to be conceived or developed or reduced to practice or fixed in a tangible medium, within the scope of and during the period of time of the employment (collectively referred to as "Intellectual Property"). I further acknowledge that all Intellectual Property which is developed by me (solely or jointly with others) within the scope of and during the period of my employment with the Employer is a "work made for hire" (to the greatest extent permitted by applicable law) and is compensated by my salary, unless regulated otherwise by



mandatory law.

12. **Miscellaneous:** Save as, what is contained in the Employment Letter my employment with the Employer is "at will." This means that Company has the right to terminate my employment at any time, with or without cause by providing advance notice as provided under terms of this Agreement. The terms and conditions stated herein are severable. If any paragraph, provision, or clause in this Agreement shall be found or be held to be invalid or unenforceable in any jurisdiction in which this Agreement is being performed, the remainder of this Agreement shall be valid and enforceable in that jurisdiction and Employer and I shall use good faith to negotiate a substitute, valid and enforceable provision which most nearly effects the Parties' intent in entering into this Agreement. This Agreement:

- a) survives my employment by the Employer,
- b) inures to the benefit of successors and assigns of the Employer, and
- c) is binding upon my heirs, assigns, and legal representatives.

To the best of my information and belief, I am not a Party to any other agreement which will interfere with my full compliance with this Agreement.

12.2 This Agreement may not be modified or amended except in a writing signed by the Parties. This Agreement is effective as of my first day of employment with the Employer.

12.3 I have carefully read all of the provisions of this Agreement and I understand and will fully and faith- fully comply with such provisions.

For Employer,

Tasneem Hakimjiwala

Name: Tasneem Hakimjiwala

Designation: HR Manager



Employee

Signature.....*Safaa Shaikh*.....

Name: ...*Safaa Shaikh*..... DATE.....*1.11.2022*.....



PRIVATE AND CONFIDENTIAL

Date: 14th October 2022

To,

Ms. Safaa Shaikh
Pune

Dear Safaa,

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of HR Executive on the terms & conditions mutually agreed by us. Your Annual Cost to Company (CTC) shall be Rs.3,00,000 pa subject to statutory deductions.

You have to join on or before of 1st November 2022 failing which this offer will stand cancelled automatically & no claim for employment or of any other nature shall neither be entertained by us nor shall lie against us.

You will be required to serve a probationary period of Six (6) months from the date of Joining, where upon subject to your performance, the Company will confirm Your employment and you will be issued a confirmation letter. Your probationary period may be extended if deemed necessary and you shall continue to be on probation until your confirmation by the Company management.

The detailed "Letter of Appointment", with the terms and conditions will be issued to you on completion of your joining formalities.

Please return the duplicate copy of this letter duly signed by you, confirming your acceptance.

For and on behalf of Sekel Technologies Private Limited

For,



Tasneem Hakimjiwala

Tasneem Hakimjiwala

HR Manager

I accept this offer of employment with Sekel Technologies and agree to the terms and conditions of employment outlined in this letter.

Signature_____Date_____

Planned start date:

Documents to be submitted by the selected Candidate: -

1. Copy of Highest Educational credentials (Degree/Diploma/PG) (Mandatory)
2. Passport size photographs with blue background (Mandatory)
3. Copy of your PAN Card (Mandatory)
4. Copy of Aadhar Card (Mandatory)
5. Copy of Local Address Proof (Aadhar card Mandatory)
6. Resume
7. Last 3-month salary slip of previous organization with UAN, ESIC & PF numbers & Previous organization offer OR Appointment Letter.
8. Fill below Joining kit & Offer Letter Acceptance.



Please find below salary structure

Since Basic Pay is less than 15000/- PF is mandatory		
Yearly CTC	300,000	300,000
Monthly CTC	25,000	25,000
If not Enrolled for PF If Enrolled for PF		
Particulars	Amount (Rs.)	Amount (Rs.)
Basic Salary	12,500	12,500
House Rent Allowance	5,000	5,000
Medical Allowance	2,500	2,500
Leave Travel Allowance	1,000	1,000
Special Allowance	4,000	2,200
Employer Contribution to PF	-	1,800
Employer Contribution to ESI	-	-
Total	25,000	25,000
Total Monthly CTC	25,000.00	25,000.00
Total Monthly Gross Salary	25,000.00	23,200.00
On the basis of the above CTC, Monthly Net Salary Before TDS will be.		
Particulars	Amount (Rs.)	Amount (Rs.)
Gross Salary	25,000.00	23,200.00
Less:		
Professional Tax	200.00	200.00
Employee Contribution to PF	-	1,800.00
Employee Contribution to ESI	-	-
Net Salary before TDS	24,800.00	21,200.00

* TDS will be calculated separately as per CTC and investment declaration provided.

3



PRIVATE AND CONFIDENTIAL

Date: 14th October 2022

To,

Ms. Safaa Shaikh
Pune

Dear Safaa,

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of HR Executive on the terms & conditions mutually agreed by us. Your Annual Cost to Company (CTC) shall be Rs.3,00,000 pa subject to statutory deductions.

You have to join on or before of 1st November 2022 failing which this offer will stand cancelled automatically & no claim for employment or of any other nature shall neither be entertained by us nor shall lie against us.

You will be required to serve a probationary period of Six (6) months from the date of Joining, where upon subject to your performance, the Company will confirm Your employment and you will be issued a confirmation letter. Your probationary period may be extended if deemed necessary and you shall continue to be on probation until your confirmation by the Company management.

The detailed "Letter of Appointment", with the terms and conditions will be issued to you on completion of your joining formalities.

Please return the duplicate copy of this letter duly signed by you, confirming your acceptance.

For and on behalf of Sekel Technologies Private Limited

For,

1



Tasneem Hakimjiwala

Tasneem Hakimjiwala

HR Manager

I accept this offer of employment with Sekel Technologies and agree to the terms and conditions of employment outlined in this letter.

Signature _____ Date _____

Planned start date:

Documents to be submitted by the selected Candidate: -

1. Copy of Highest Educational credentials (Degree/Diploma/PG) (Mandatory)
2. Passport size photographs with blue background (Mandatory)
3. Copy of your PAN Card (Mandatory)
4. Copy of Aadhar Card (Mandatory)
5. Copy of Local Address Proof (Aadhar card Mandatory)
6. Resume
7. Last 3-month salary slip of previous organization with UAN, ESIC & PF numbers & Previous organization offer OR Appointment Letter.
8. Fill below Joining kit & Offer Letter Acceptance.

2



Please find below salary structure

Since Basic Pay is less than 15000/- PF is mandatory		
Yearly CTC	300,000	300,000
Monthly CTC	25,000	25,000
If not Enrolled for PF If Enrolled for PF		
Particulars	Amount (Rs.)	Amount (Rs.)
Basic Salary	12,500	12,500
House Rent Allowance	5,000	5,000
Medical Allowance	2,500	2,500
Leave Travel Allowance	1,000	1,000
Special Allowance	4,000	2,200
Employer Contribution to PF	-	1,800
Employer Contribution to ESI	-	-
Total	25,000	25,000
Total Monthly CTC	25,000.00	25,000.00
Total Monthly Gross Salary	25,000.00	23,200.00
On the basis of the above CTC, Monthly Net Salary Before TDS will be.		
Particulars	Amount (Rs.)	Amount (Rs.)
Gross Salary	25,000.00	23,200.00
Less:		
Professional Tax	200.00	200.00
Employee Contribution to PF	-	1,800.00
Employee Contribution to ESI	-	-
Net Salary before TDS	24,800.00	21,200.00

* TDS will be calculated separately as per CTC and investment declaration provided.

3

Ref-BMES/OFR/05-21

Date:31/05/21

To,
Aichal Sungat,
Survey No.67, Lane No. 14D,
Gokul Nagar,
Dhanori,
Pune - 411 015.

Subject: Offer letter

Dear Aichal,

This has reference to your application and the subsequent interview you had with us. In this connection, we are pleased to offer you employment in our organization as **Research Analyst**. You are expected to join us on or before **1st June 2021** from our Viman Nagar office premises (1st Floor, Novotel, Nagar Road, Viman Nagar, Pune - 411 014, Maharashtra) subject to Government guidelines failing to which this offer letter stands canceled unless otherwise extended in writing.

This offer is subject to a positive outcome of the BMES Reference Check with your previous employer as well as timely submission of all required documents not limited to valid proof of address, relieving letter and others.

Please find below the list of documents to be submitted at the time of joining. The below mentioned must be submitted on the first day of joining:

- Pan Card and Aadhar Card (Mandatory)
- Address Proof - Electricity Bill or Telephone Bill or Driving License or Rent Agreement (any one of them)
- Last Employment relieving letter.
- Last Employment - last 3 months' salary slips.
- One passport size photograph.
- Educational certificates

Kindly revert to the email as a token of your acceptance.

Yours Sincerely,

For **Boyd & Moore Executive Search India Pvt. Ltd.**,

Snehal Pawar
Manager - HR
Signature : Snehal

Date :

Aichal Sungat
Candidate
Signature :

Date :

Compensation Matrix

NAME: Aichal Sungat DESIGNATION: Research Analyst

DEPARTMENT: APAC Recruiting DOJ: 31st May, 2021

A MONTHLY SALARY	Current
1 Basic	Rs 8000
2 Dearness Allowance	Rs 1600
3 House Rent Allowance	Rs 4000
4 City Compensatory Allowance	Rs 2000
5 Education Allowance	Rs 100
6 Telephone & Internet Allowance	Rs 2000
7 Performance Allowance	Rs 3952
8 Staff Welfare Allowance	Rs 2000
9 Conveyance Allowance	Rs 1600
10 Medical Allowance	Rs 1300
11 Leave Travel Allowance	Rs 3000
12 Loyalty Reward	Rs 1000
13 Bonus	Rs 800
TOTAL OF A	31352
B ANNUAL BENEFITS	
1 Provident Fund	Rs 1152
2 Gratuity	Rs 462
TOTAL OF B	Rs 1614
TOTAL Monthly A+B (CTC)	32,966
TOTAL ANNUAL= A+B*12 (CTC)	395,585

Aichal Sungat
Employee

Snehal Pawar
Manager - HR



VISWA LABORATORIES PVT. LTD.

CIN No. : U74999PN2014PTC150978
Regd. Office: Flat No. F-312, Daffodils, Magarpatta City, 3rd Floor, Hadapsar, Pune, MH - 411 028 INDIA
Factory: Plot No. D-35, MIDC Kurumbh, Tal. Daund, Dist. Pune, MH - 413 802 INDIA
eMail: admin@viswalaboratories.com Mobile No.: +91-9833305564

Date: 21-07-2023

To
Mr. Aarti Balasaheb Shendage
Flat No. F - 312, Daffodils, Magarpatta City,
3rd Floor, Hadapsar, Pune, Maharashtra, India

Subject: Offer Letter

Dear Miss. Aarti,

This has reference to your interview you had with us and subsequent discussion, we are pleased to offer you the position of "Account- Executive" of **Rs. 3.60 LPA**.

You have agreed to join (DOJ) us on or before 01-08-2023 with following terms:

1. You will be under training in Account for 6 months period from DOJ.
2. You will be evaluated for probation period of 6 months.
3. You are requested to bring along with you, your certified copies of credentials and two number of passport size photographs.

Wish you all the best, and looking forward to on-board you and longer association.

Congratulations...!

Yours Faithfully,
For Viswa Laboratories Pvt. Ltd.

Managing Director
(Dr. Vishnu B. Halapure)



Date :02/11/2021

To
Riya Yamarapu
(Code: CAN32773)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Financial Analyst**. Your services are being deputed to **IBM India Pvt Ltd** on the following terms and conditions:

- Your employment will be valid from **12/11/2021 To 11/11/2022**, unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 289,440.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :

- a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medidam etc.

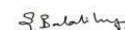
- b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC



Letter of Intent

1 message

Recruiting <noreply@jobs.amazon.com>
To: kavityadav6353@gmail.com <kavityadav6353@gmail.com>

Sun, 11 Oct 2020 at 18:53

Hello Kavita,

Name: Kavita Yadav

Dear Kavita Yadav

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Virtual Customer Service Associate** at facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 120 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 120 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 206000 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-pune@amazon.com

Yours sincerely,

AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Thank you,
Amazon Recruiting Team

Replies to this message are undeliverable. Please do not reply.

You can contact us at www.amazon.com/csapplicationhelp and click the 'Email Us' or 'Chat with Us' button if you have any questions or need additional assistance.



Amazon Development Center India Pvt. Ltd

Payslip For : NOV-2022
Amount in INR

Employee Code	108414002	EMPLOYEE NAME	Kavita Yadav
Bank	BOB	Bank A/c No	12490100017065
DOJ	19 Oct 2020	LOP days	0
PF A/c No	BSBN63026858000215480	STD Days	30
PF UAN	101629452244	No. of Days Paid	30
Department	CS Operations - VAR	Designation	CS ASSOCIATE(M) HBS
Location	MUMBAI	Previous Month LOP	0
ESI No	3312183963	Employee Class	Regular Full Time

Earnings	No of Units	Earned	Deductions	Amount
Basic		15,000.00	PF Employee Cont.	1,800.00
House Rent Allowance		7,500.00	Professional Tax	200.00
Leave Travel Assistance		1,700.00	Award Deduction	500.00
Overtime 2.0 Amount	37.00	11,100.00		
Night Shift Allowance	23.00	3,450.00		
Work From Home Allowance		1,250.00		
Award / Gift		500.00		
GROSS EARNING		40,500.00	GROSS DEDUCTIONS	2,500.00
		NET PAY	38,000.00	

Employer Contribution	No of Units	Earned
PF - Employer Contr.		1,800.00

Important Notes

** This is a computer generated payslip and does not require signature and stamp.



Date: July 19, 2023

To,

Ms. Sanjana Snehal Jadhav

S.N. 40, Jambale Plot ghar no. 338, Keshav Nagar, near Mhasoba Mandir,
Mundhwa, Tal. - Haveli, Pune City, Maharashtra - 411036

Subject- Offer Letter

Dear Sanjana,

With reference to our discussions, we are pleased to offer you the position of "Executive - Accounts" in the above organization.

Your gross emoluments shall be mentioned in your appointment letter. You will be issued a detailed appointment letter on your joining us.

You will be at present, posted at Pune (Maharashtra), but can be transferred anywhere, as may be deemed fit by the management. You are requested to report for duty on or before July 19, 2023. In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining, you are required to submit the following:

1. Relevant copies of Academic / Professional attainments and work experience.
2. Documentary evidence of Date of Birth, Address proof and Relieving letter & TDS certificate from last employer, details of last salary, appointment letter of current employer.
3. Two passport size color Photographs.
4. Two References from your current organization, which has to be completed before you're joining.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

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

With Best Wishes,

For, SYSKA LED Lights Pvt. Ltd.

Chait

Vaidehi Parab

Deputy Manager-HR

SSK Group of Companies

SYSKA LED LIGHTS
PVT. LTD.

(Formerly known as SSK LED Lights Pvt. Ltd.)

SYSKA House, Office No.S-2, 2nd Floor, Sakorenagar, New Airport Road, Near Anand Residency, Pune 411014.
Tel: +91 20 40131000 Fax: +91 20 49103010 Email: info@syskaledlights.com Web: www.syskaledlights.com
Corporate Identity Number: U31501PN2312PT143392

Proposed Salary Break Up		
Name	Sanjana Snehal Jadhav	
Designation	Executive - Accounts	
	Per Month	Per Annum
Gross Salary	21200	254400
(A) Components Of Salary		
Basic	11,500	1,38,000
HRA	2,300	27,600
Medical	1,250	15,000
Supplementary Allowances	4,350	52,200
Education Allowances	200	2,400
Conveyance Allowance	1,600	19,200
Total (A)	21200	2,54,400
(B) -Benefits		
PF -Employer Contribution	1,800	21,600
ESIC (Employer Contribution@3.25% of Total A)		-
Total (B)	1,800	21,600
(C) Deductions		
PF Employee Contribution	1,800	21,600
ESIC (Employee Contribution@0.75% of Total A)		-
Total (C)	1,800	21,600
Net Take Home (A-C)	19,400	2,32,800
Total CTC (per annum)	23,000	2,76,000

** Taxation will be governed by the Income Tax rules. The Company will be deducting the taxes at source as per the income tax guidelines. Non taxable part of your salary is paid only subject to the bills provided by you on a monthly basis. In case, if you do not submit the bills to us then the reimbursements are paid to you as Special Allowances, which will be a part of your taxable income.

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To,
Salomi Gore
Bhikan Sheth Park E/5 Dapodi,
PUNE, INDIA

Date: 12th June 2023

Subject: Offer of Appointment

Congratulations **Salomi Avinash Gore**, we are pleased to offer you the position of **Human Resource Executive** with **Ellora Infotech Pvt Ltd** as of **15th May 2023**. We are happy to offer you a remuneration of **CTC INR 3,62,400/- LPA**. We hope you prove yourself a valuable member of the team and may excel in this organization along with your personal career growth. We trust that your knowledge, skills, and experience will be our most valuable assets.

Terms and Conditions of this offer for employment are:

1. Salary

You will be paid on a monthly basis on or before the **10th day** of the month. Your salary cycle will be calculated from the **1st to the 30th/31st** of every month. Your salary will be released on or before the 10th of every month. In case you are joining after the 17th day of any month, your salary for that particular month will be carried forward to the subsequent month's payout. (e.g. if your joining is on 18th June, you will receive your first salary on or before 10th August for a total of 13 days of Jun + the full month of July).

2. Work Location

Your primary workplace shall be at **Ellora Infotech Pvt. Ltd. Kalyani Nagar** or the office of the Company at any other address in India as notified. You may be deployed at other offices of the Company, offices of the Company's clients or any other workplace of the Company as per the Company's discretion.

3. Working Days

Ellora's new age law has made a 45-hour work week, 9 hours work + 1.15 hours break per day mandatory. In 5 days working you shall be available at work on the following days every week - Monday, Tuesday, Wednesday, Thursday and Friday. Saturday and Sunday shall be weekly off. If it is declared as a working day, then the company shall declare any other day of the succeeding week as a weekly off for you. The work timings will be in Rotational Shifts.

4. Probationary Period

Pursuant to your appointment, you shall be under training for a period of minimum 90 days which training/probation period may be extended by 30 days at the discretion of the Company depending upon Your performance during the said period ("Training Period"). During this period, you will undergo training wherein you will learn about the work done and the business secrets of the Company and your work efficiency and suitability as to the work and to the

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Kalyani Nagar, Pune- 411014

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Company shall be evaluated. Based on your performance and conduct, the Company shall determine the successful completion of your Training Period. If your performance or conduct is found to be below the Company's expectation during/at the end of the Training Period, then your association may be terminated without any notice, or your Training Period may be extended, as per the discretion of the Company. Note, that the Company reserves the sole right to determine whether your performance and conduct is up to the Company's expectation and satisfaction or not. Your **probation** period will be for **3 months** from the date of your joining. You are not entitled to any Casual/Privileged Leaves within these 3 months however you are entitled to 1 unpaid sick leave a month in this probation period with proper documentation. If you are absent without informing for more than 2 days straight your employment with **Ellora Infotech Pvt Ltd** will be terminated on an immediate basis without any salary paid for the current cycle.

5. Confirmation:

You'll receive a confirmation mail from the Company only after the successful completion of your Training Period will be over. Confirmation shall be from the date and in accordance with the additional terms (if any) mentioned in the confirmation mail.

6. Remuneration/Stipend/Professional Fee:

6.1. You shall be entitled to a remuneration of INR 15,000/- (Rupees Fifteen Thousand only) per month during the Training Period which shall be inclusive of the basic pay, all charges, TDS, deductions and allowances, the same shall be updated post successful completion of training/probation period in the Company by you, subject to your good and satisfactory performance. The amount payable to you for an ongoing month of your association with the Company shall be disbursed on the tenth (10th) day of the next immediate succeeding calendar month.

That is, for example, if it is a 30-day month, then the amount of remuneration, as the case may be, payable to you (calculated for 30 days, subject to deductions for unauthorized/authorized but unpaid leave and other contractually and/or legally permitted deductions (TDS etc), if any) shall be disbursed to you on the 10th day of the calendar month next immediately succeeding the calendar month for which the remuneration is being disbursed.

6.2. Your professional fee shall be subject to revision after the completion of said Term of 12 calendar months by you and only after an assessment of your performance done by the Company and said revision shall be at the discretion of the Company.

6.3. The remuneration/stipend/professional fee of all associates/personnel of the Company is strictly confidential and you shall not disclose/discuss the same with any other associates/personnel of the Company. Violation of this clause shall be a material breach of this agreement and shall be considered a material default on your part.

7. Increments and Promotion

Your growth in the company and increments in the salary will depend solely on your performance and contribution to the company. The increments and the salary revision will be driven as per the Performance Management Policy of the company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review. Based on

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your six months' performance, behavior, and overall work attitude you will also be entitled to an appraisal and or salary revision which will be solely on management's decision.

8. Notice Period

During probation, you can terminate this employment with thirty days' prior notice or payment of 'Basic Salary' of the month proceeding (the 'Basic Salary' that is mentioned in the salary break up sheet) in lieu of the serving notice period.

After completion of Probationary period and confirmation of employment, if you voluntarily resign from the Company, you shall give sixty days' advance written notice or 60 days' Basic Salary in lieu of serving the notice period. In the event of you having any incomplete work assignment or otherwise, the Company will have the discretion to relieve you only at the end of the sixty days' notice period.

Similarly, the company may terminate your employment by giving you sixty days' notice. The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of:

- Breach of Confidentiality
- Violation of Law
- Gross misconduct
- Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.
- Recovery of Expenses

Any expenses incurred by the company for your recruitment such as your relocation, accommodation, joining bonus, reimbursement of short fall of notice period if any, etc would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

10. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the company and use your best endeavor to promote the interest and business thereof. Also, the chart of Authority and disbursement is published on our intranet (as applicable). You may go through the same, once you join the organization.

11. Invention Assignment and confidential Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the company, and should be treated as such. As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

12. Code of Conduct

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Purpose: The purpose of the code of conduct policy is to define guidelines regarding employee behaviour with respect to their supervisor, colleagues and organization as a whole.
Scope: This policy applies to all employees of the organization.
Clauses under the corporate code of conduct:

12.1 Dress Code

The Ellora Infotech expects that employee should project their image as respectable, trustworthy and knowledgeable professionals among the clients. As the appearance has a psychological effect on the people with whom you interact. Thus, it is important that based on the appearance the clients should feel comfortable to seek inputs, guidance and professional services from the employees.

- Employee should come neatly and cleanly dressed and should be well groomed (the grooming dictated by ethnicity and religion are not restricted).
- The dress should be appropriate to the work environment. Too revealing clothes are not allowed.
- The attire should project professionalism.
- Clean and good shape clothes should be used at work. The clothes with rips, holes or tears are not allowed.
- Clothes offensive to other employees or public should be avoided.
- The attire employees are expected to wear should come under business, business casual, smart casual and casual as per the rules and day allotment done by organization.

12.2 Cyber security:

It is necessary to define guidelines for the use of the computer, phones, internet usage, social media to protect the assets and to enhance security.

12.3 Internet Usage:

The company provides internet to employees basically for business purpose. There are points which are to be followed while using the company's internet.

1. Downloading of obscene, offensive material.
2. Sharing of confidential information with others.
3. Interfering with other employee's privacy.
4. Downloading or uploading pirated movies or related material.
5. Surfing of websites which can damage the company's network
6. Doing any illegal action like hacking, fraud etc.

12.4 Cell Phone:

Use of cell phone is a necessity today. We as a company allow the use of cell phone for business purpose or personal purpose. However, few points to be kept in mind which are:

1. Use cell phone maximum for business use like business calls or use of any cell phone app for business purpose, calendars etc.
2. Keep cell phone minimum for personal use in office hours. Try using common area or meeting room for personal use as it does not disturb colleagues.
3. Using a cell phone for playing games etc in office hours is strictly prohibited.
4. Use of cell phone is not allowed in the area where the company's confidential records are being kept. Also sharing of confidential information is not allowed with cell phones.
5. Uploading or downloading of inappropriate or illegal material is prohibited with the use of cell phones.

12.5 Company's Email:

As per code of conduct policy at the workplace use of email is being guided as follows:

The use of email for the official purpose can be without any limitation. An employee can go to the company's newsletter and other services required for professional growth.
 The general expectation regarding the use of email is as follows:

1. No Signing up for illegal websites etc.
2. No Sending of marketing content or email etc.
3. Registering for competitors services unless you are authorized to do it.
4. No Sending of discriminatory messages and content
5. No spamming other employee emails.

12.6 social media:

The company provides access to social media for its employees. Code of conduct for employees defines the use of social media. Generally, social media can be used both for the personal and professional purpose. Certain guidelines to be followed by the employee while using social media on company premises:

1. No excessive use of social media for personal purpose while in office.
2. It must not interfere with the normal routine of employees
3. No exchange of any offensive or derogatory material
4. Company's confidential information not to be shared on the social media platform. Any breach or rules and regulations will demand disciplinary action against the employee.

Official use of social media:

Following the guidelines mentioned under "code of conduct at work" are compulsory to be followed while using social media for official use.

1. Be active and patient with the use of social media
2. Have a discussion only on the topic of one's area of work
3. Avoid getting in the discussion which does not belong to employee's area of work
4. Seek help from authorities before posting major content.

12.7 Conflict of Interest:

Conflict of interest arises when any personal benefit from another source interferes with the employee's responsibility towards the company. Examples of conflict of interest under the code of conduct policy can be explained as:

Accepting any kind of bribes etc. from a third-party source. A conflicting kind of situation happens when an employee takes some action which interferes with the normal working of the employee within the organization. Conflict of interest also arises when an employee or any immediate member accept something from a competitor or third-party basis his/her position.

Some situations have been explained wherein the conflict of interest is observed:

- a. Simultaneous employment:** It implies that an employee is working side by side with a competitor, supplier, and customer along with the company. It is generally not allowed to work as a consultant or board member until unless permitted by the management of the company you are currently employed with.
- b. Money or compensation from other sources:** Any kind of money or compensation must not be allowed to be taken from competitor, supplier or customer other than the company you are currently working with.
- c. Gifts:** Acceptance of gifts from the competitor, customer etc. Which are given with an aim to

influence any person's action etc. should not be accepted. Offering/ receiving/giving any such gift is an example under the conflict of interest.

d. Employment of a relative: As per the company's code of ethics any employee is hired, promoted in the company basis merit. There is no phenomenon of nepotism, favoritism, etc. with the company. A relative is someone who is related by blood or marriage within the third degree to an employee. Before employing a relative in the company, the following points must be taken into account:

1. There must not be any reporting relationship with the employee.
2. One can't be promoted or hired within a reporting relationship with a relative.
3. You cannot directly / indirectly involve in the hiring process of a relative.

e. Workplace visitors: The code of conduct for employees also says that if an employee wishes to invite a visitor at the workplace it is necessary that permission is taken from HR and immediate reporting manager. While visiting the premises visitors are requested to give complete details in the entry register and carry an identity proof with them. They will receive a company pass to enter the premises and must return the company passes on exit.

1. The visitor must not be taken into the area which contains dangerous machines etc.
2. Sharing of any confidential information with the visitor must be strictly prohibited.
3. Visitors cannot gather donation etc. in the office premises.

f. corporate opportunity: An employee is expected to advance the legitimate interest of the company whenever an opportunity to advance arises. This is done while following the Professional code of ethics. Employees are therefore guided to prohibit the following:

- a. Making use of opportunity which belongs to business for personal use
- b. Use of the company's property, information etc. for personal use.

12.8 Confidential information:

Employees of the company to maintain the confidentiality of information which is not to be shared outside as it might be harmful to the company and gainful for the competitor.

Sometimes confidential information is shared with senior management basis their position. Such information when entrusted must not be shared in public. Disclosure of confidential information can be done only when permitted by senior management or bylaws to do so.

12.9 Fair Dealing:

One of the examples of the code of ethics is to deal rightly with employees, suppliers, contractors, customers etc. No one is allowed under the code of conduct policy to take unfair advantage of anyone through manipulation, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

12.10 Company assets:

Company assets should be used with caution. There must not be any wastage, misuse of company assets as it results in loss of company's profitability. All business assets shall be used only for the legitimate business purpose.

12.11 Professionalism:

The employees are expected to follow the Professional code of ethics under which they must behave professionally in their work and while dealing with other colleagues, customer, supplier etc. They are also expected to maintain integrity & honesty in all their work. Ethical and legal standards should be maintained in business. Employees must help the company to maintain an open and supportive environment. The employees must also try that there should not be any misrepresentation of facts.

12.12 Financial information:

Financial information is needed in order to make the proper management decision. Many employees working in finance department come across such information. Employees must try not to share such information outside. Also, employees are expected not to disturb financial data. All financial transaction must be recorded accurately in case there is any discrepancy. It must be reported immediately to the manager or supervisor.

12.13 Gifts and other benefits:

The model code of conduct says that employee should not be given or accepts benefits or privilege arising due to one's position in the company and which are given or taken with intent to influence any business decision. Acceptance of money, gifts or other benefits is strictly prohibited.

However, as per code of conduct policy acceptance of gifts of minor values like a pen, diaries etc are acceptable. In case of any doubt with the acceptance of gifts one can discuss the same with his/her supervisor and can take the decision accordingly. HR can also be consulted on the same.

12.14 Harassment:

The Company is committed to providing an environment which is free from any kind of discrimination based on religion, caste, creed, marital status etc. Employees are also expected to support the company on the same. However, if an employee comes across any kind of harassment as an act by any customer or supplier the company will provide the affected employee with all the support and will also provide preventive measures on the same.

12.15 Compliance with laws and agreement:

All employees shall conduct business in compliance with all applicable laws and regulations of the particular district, state or country.

12.16 Fraud:

Any kind of fraud intentionally is subject to strict disciplinary action:

Some examples of Fraud are:

1. Misrepresentation of financial data Submission of false financial report
2. False reporting of any kind of financial transactions
3. Forged checks

12.17 Bribe:

Abiding by the values under "Code of ethics" bribe of any kind is not accepted in the company. There should not be any incidence of offering directly or indirectly any types of gifts, anything of value to the partners, customers, colleagues, etc. to:

1. Get business
2. Affecting business decisions
3. Taking unfair advantage for one's position.

12.18 Charitable contribution:

The charitable contribution is allowed under the "Company's code of conduct in the workplace" but some points to be kept in mind:

1. The company or individual receiving the contribution must be a registered organization.
2. It should be valid as per the government laws.
3. The Contribution is made without any self-interest.
4. Any person or company receiving the contribution must not be related to management.
5. No contribution to be made to private account of an individual

6.
7. All expense made under contribution should be updated by the finance department in accounts book.

12.19 Transacting with the third party:
The Company tries to be in touch with the government agencies all by itself, however, any situation may arise wherein third-party agent is needed to carry on the transaction further. A formal contract must be signed between the company and the third party. Such a relationship should be based on the "Code of ethics". A copy of the code of conduct must be given to the third party. It is to be ensured that any fee, commission or the remuneration is paid to the third party is reasonable, bonfire and commensurate with the functions and services performed. Such matter must be reflected in the book of accounts.

12.20 Relationship at work:
Any personal involvement with a colleague, customer, and the supplier can distract the normal working of the team. Any such issue must be discussed with manager or HR and corrective actions can be taken accordingly.

12.21 Lobbying:
Lobbying or any such related activity must be regulated. There should be no representation of the company in any such meeting until unless it is specifically designated by the company to do so.

12.22 Improper opportunity:
To abide by the Code of conduct for employees we should not trade if for employee's self-interest and personal benefit. Employees by any means must not compete with the company.

12.23 Reporting of unethical or illegal behaviour:
It is generally promoted in the company that any kind of unethical or illegal behaviour must be reported to the superiors immediately. As the company relies on Company code of conduct in the workplace such matters should be reported to protect the company from any far off damage. In case the employee is not comfortable sharing it with superiors, such matters should be reported to the audit committee. The company does not believe in retaliation of any kind by or on behalf of the company and its employees.

12.24 Penalties for failure to comply:
All employees in the organization are expected to abide by the code of conduct. Any violation of code will result in disciplinary action against the employee.

Strong disciplinary actions will be taken against the employee found violating the code of conduct.

Corrective action will be taken:

1. Violation of company's code of conduct, policy or procedure or any applicable law.
2. Guiding others to violate the policy or procedure.
3. Seeing breaching of the code of conduct but not reporting to it.
4. Non-cooperation in company's audit and investigation.
5. Skipping training.
6. Revengeful behavior against anybody reporting a concern in good faith.
- 7.

4. Responsibilities in following the code of conduct
Following the Corporate code of conduct is every employee responsibility. It, however, varies from position to position but responsibilities can be documented:

Employee responsibility:

1. It is Employee responsibility to understand the code of conduct well.
2. The Employee must adhere to the guidelines mentioned in the code of conduct to make the decision.

Manager's responsibility:

1. A manager must act as a role model following code in everyday working.
2. Provide motivation to employees in raising concern in case they come across any incidence wherein codes of conduct guidelines are violated.
3. Promotion of Code of conduct within the company.
4. Arranging training programs for the team to follow the code of conduct in all they do in the company.
5. Responding well to employee concern or issues.

Management responsibility:

Management responsibility lies in proper implementation of policy.

5. Revision of the policy

The company reserves the right to revise, modify any or all clauses of this policy depending upon the demand of business.

6. Explanation of the code of conduct policy

Corporate HR department will be the sole authority to interpret the content of this policy.

13. Information and Security

The role assigned during your employment with the company includes the information security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by information security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the company, it shall not be in conflict with:

- a. any other agreement that you may have entered into or
- b. any obligation that you may be bound to

You will not, at any time, directly or indirectly, use or disclose any of the company's confidential information except as authorized and within the scope of your employment with the company.

13. Information and Security

The role assigned during your employment with the company includes the information security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by information security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

14. No Conflict

You warrant that if you accept this employment offer with the company, it shall not be in conflict with:

- a. any other agreement that you may have entered into or
- b. any obligation that you may be bound to

You will not, at any time, directly or indirectly, use or disclose any of the company's confidential information except as authorized and within the scope of your employment with the company.

ANNEXURE

Salomi Avinash Gore

Date of joining: 15th May 2023

Your salary particulars will be as follows:

Earnings	Amount (Monthly)	Amount (Annual)
Basic	9,060	1,08,720
HRA	3,624	43,488
Conveyance	1,600	19,200
Medical	1,250	15,000
Food	1,500	18,000
Attendance	4,000	48,000
Special	9,166	1,09,992
Gross Salary	30,200	3,62,400
PT	200	2,400
Net Salary	30,000	3,60,000
CTC	30,200	3,62,400

I understand the terms and conditions of employment as described in this letter and accept the offer.



Employee Name:
Place: Pune

Human Resource Team
Ellora Infotech Pvt Ltd

Candidate Name: Ms. Bhavna Ramnani
 Candidate ID: 1269147
 Address: Pimple Saudagar, Pune-411027, Maharashtra, India

Dear Bhavna,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Financial Markets Vertical would be an Analyst. Your functional title will be "Analyst". We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "Contract"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards



Offered By: Sagar Shetty
 Designation: Program Manager- Human Resources

Dear Bhavna,

We are pleased to appoint you as Analyst under the Apprenticeship program. Your training with us will commence on "Sep 29,2023" and will continue until "Mar 28,2024".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be Pune. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the Financial Markets Vertical is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Your offer of employment will not be valid if you are unable to provide all the mandatory documents on or before your Date of joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during

your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 30 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

4.5 In a scenario wherein these trainings are followed by an assessment, clearance of same becomes imperative. Non-clearance of the assessment, post defined attempts, would result in necessary disciplinary action; including but not limited to termination

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, 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 you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 30 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with 30 days written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide to terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- You becoming of unsound mind; or
- You are convicted of a criminal offence;
- You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- You committing breach of any of your duties or obligations under the Contract; or, You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job

- responsibilities; or
- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4. On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5. When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other

business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non - Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company,
- Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc., in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards



Offered By: Sagar Shetty
Designation: Program Manager- Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 18,323 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company. The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

2.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



Offered By: Sagar Shetty
Designation: Program Manager – Human Resources
Accepted by: _____

(Name and Signature)

Date:



Dear MERLIN MARTIN,

Greetings from SG Analytics!!

Congratulations on clearing our selection process. We welcome you to be a part of SG Analytics.

Further to the discussions we have had with you, we are delighted to make you a formal offer to join SG Analytics.

Designation – Consultant- People Operations

Monthly compensation – INR 30,000*

Joining date – 13-Jul-2023

Project end date – 12-Jan-2024

- Daily work hours – 10/11 AM to 7/8 PM. Working hours do provide flexible hours starting 8 AM to 7 PM every working day of week
- One paid leave per month will be available through the length of the project. It can be carried forward up to 3 months only but cannot be encashed.
- SGA reserves the right to extend the project duration subject to business requirement
- During the tenure of this contract, either party can terminate this contract by giving 30 days' notice to the other party
- Project needs flexibility of hours in order to meet business requirements

Kindly send your acceptance by today end of the day stating that you accept the offer.

On your first day you need to provide following documents originals as well as a copy of it.

- 1 passport size photographs
- 2 photocopy of Pan card
- 2 photocopy of permanent address proof, valid passport
- 10th and 12th mark sheet and Certificate
- Graduation & Post graduation mark sheet and certificate

*TDS will be deducted as per Income tax law.

Best Regards,
For SG ANALYTICS PVT LTD

Dr. KIRAN BALA
Chief People Officer

SG ANALYTICS PRIVATE LIMITED

Registered and Head Office: 601 & 603, 6th Floor, Wing 2, Cluster C, EDN Free Zone, Kharadi, Pune 411014, Maharashtra, India
Tel: +91 20 6730 7200 | PAN No: ANKCS7458H | CIN No: U74140PN2007PTC145594

New York | Seattle | San Francisco | Austin | London | Zurich | Pune | Hyderabad

info@sganalytics.com | www.sganalytics.com



LOL_Maven Biztech_Farzin Khan

2 messages

Human Resource <hr@mavenbiztech.com>
To: farzinkhan82@gmail.com

Mon, 21 Nov, 2022 at 10:02 pm

Hi Farzin,

Congratulations!

This is to inform you that you have been shortlisted for the profile of 'HR Executive' at Maven Biztech after your internship of 3 months.

Joining Date: 28th October 2022.

Day: Monday

Shift Time: 1 PM

(Note: Shift timings will be rotational)

As discussed, your CTC would be 4.00 LPA.

Monthly Salary Details:	
In hand salary (Rs.)	30,000
Fixed Incentive (Rs.)	3,333

The offered CTC will be confirmed once you have cleared your documentation.

Note: Fixed Incentive - It is rolled out after an employee completes ONE year with the company and it would be adjusted in terms of PF in the future. Fixed incentive criteria will be based on adherence & discipline. (Fixed Incentive is not applicable during WFH program)

Variable Incentives - It is rolled out on a quarterly basis and is purely performance based.

You shall receive the "Letter of Intent (LOI)" in the first week of your joining. LOI serves the purpose of the offer letter until an employee completes his/ her probation period of three months.

For the documentation purpose, kindly email me the following documents:

1. Previous company's offer letter
2. Relieving Letter
3. Last 3 months bank statements/ salary slips
4. Educational documents: Post Grads/ Grads, 12th & 10th Certificates.

Also, carry TWO clear copies of the below-mentioned documents on the date of your joining.

1. Aadhaar Card
2. Pan Card
3. Two passport size photographs

Kindly complete your documentation before your joining date to proceed further else the offer shall be revoked.

Thanks & regards,
Somiya Mohammed

Human Resources
(+91) 866-993-2202
Maven Biztech LLP

Farzin Khan <farzinkhan82@gmail.com>
To: Human Resource <hr@mavenbiztech.com>

Tue, 22 Nov, 2022 at 4:06 pm

Yes, I confirm.
[Quoted text hidden]



APPOINTMENT LETTER

02 Oct 2023

Rutuja Walke
Employee ID: 2812598
Swatantra sainiknagar near phulenagar RTO, yerwada

Dear Rutuja,

After carefully reviewing your qualifications and experience, we believe that you will make a valuable contribution to our organization.

We are pleased to offer you an employment opportunity with Conviction HR Private Limited (hereinafter referred to as the "Company"). The terms and conditions of your employment are as follows

1. **Designation:** HR Recruiter
2. **Date of joining:** 02 Oct 2023
3. **Compensation:** You will be entitled to per annum salary of 2,16,000/- and will be paid as per the salary structure as mentioned in Annexure A. The management reserves the right to restructure or change your remuneration at any time at its sole discretion; in such a case your existing gross salary will be Protected.
4. **Job location:** Your present place of work will be at Pune, but during the course of this assignment, you shall be liable to be posted / transferred anywhere to serve any of the Company's / client's Projects or any other establishment in India or outside, at the sole discretion of the management. As a result of such transfer, new scope of work assigned to you will be communicated to you separately.
5. **Probation:** Upon completion of your probation period of six months, your performance will be reviewed and based on the review your employment will be confirmed in the Company.
6. **Working days:** You have to work six days a week. Full day working from Monday to Friday and Half day on Saturday.
7. **Leave policy:**
 - **National Holidays:** Republic Day (January 26), Independence Day (August 15), Gandhi Jayanti (October 2) and Labour Day (1st May) are the four national holidays you will be entitled to.
 - **Earned Leave**
12 personal leaves in a year. If the joining date is on or after 16th of a month, you won't be entitled to a leave for that particular month

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Corp Office: 406/407, Kane Plaza, Opp Magnus Tower, Mind space, Malad West, Mumbai 400064
Tel: 022-40045249, Email – info@convictionhr.com website – www.convictionhr.com

Leave accumulation is allowed. All leaves that are not utilized by the end of the calendar year will be encashed in January's salary which will be credited into the bank account in the month of February. The encashed leaves will be calculated as basic salary multiplied by the number of leaves to be encashed

You can accrue leaves, however, you cannot avail them in the first 3 months. Any leave during this period will be taken as leave without pay (LWP)

All leaves are subject to client's (Line Manager's) approval on an email. Any unapproved earned leave will be considered as LWP.

If you remain absent for 3 consecutive working days without approval, it will be presumed that you have abandoned the employment on your own accord and under such circumstances, the company reserves right to terminate your employment without any notice or intimation.

Public Holidays:

are at the sole discretion of the company. Basis the clients' requirement, the same will be communicated a day before the upcoming public holiday.

- 8. Termination:** Any objection from your side to any change in the scope of work or location may be construed as your unwillingness and may lead to termination of your services.

If at any time in the company's / client's opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company/client shall be entitled to recover the damages from you.

You may terminate this employment with the company, without any cause, by giving no less than 2 months' notice period. For any reason whatsoever, if you are unable to serve your notice period, the company has the right to charge you the basic salary at the time of resignation/termination in lieu of your unserved notice period.

- 9. Non-disclosure agreement:** Please refer to the attached Non-disclosure agreement.
- 10. Code of conduct:** Please refer to the attached Code of Conduct document.
- 11. Anti-bribery and anti-corruption policy:** Please refer to the attached Anti-bribery and Anti-corruption policy document.
- 12. Specialised training:** As per job requirements, you may be nominated for training programs under any professional, subject matter expert / specialist or institution to be conducted anywhere in India to improve your skills and abilities.
- 13. Computer and internet usage:** You shall comply with the Company's systems security policy and other security policies, which may be updated from time to time to take into account current legislation and business requirements. Additional information on these policies will be provided to you from time to time.
- 14. Other training or employment:** You shall not accept any other training opportunity or employment part time or otherwise or engage in any commercial business or pursuit on your own account or as an agent for

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others during the entire period of your employment. In case you are found guilty of breach of the terms your employment shall be terminated with immediate effect without notice.

- 15. Address:** Your address as given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the Management in writing about the same within 15 (Fifteen) days. Any communication sent to your last recorded address would be deemed to have been duly served upon you.
- 16. Jurisdiction:** Any dispute between yourself and the Company must be resolved mutually. In case, the dispute is not settled mutually then the company would be taking appropriate steps to resolve the same & it can be settled in the exclusive jurisdiction of the courts at Mumbai only.
- 17.** The Company reserves the right to amend or vary the terms of this letter from time to time.
- 18.** This letter supersedes all previous understandings / agreements, verbal or written (if any) between you and the Company.
- 19. Reference check:** This appointment is subject to reference check verification. At any time, during the course of your employment, if your reference check is found to be unsatisfactory, your services shall be terminated with immediate effect.
- 20. Income Tax:** Law as per Income Tax Act, 1961 is applicable to the compensation given to you by the company.

We welcome you to our organization with best wishes for a successful career with us.

Regards,

For Conviction HR Private Limited
For CONVICTION HR PVT. LTD.

S. Rajesh
Director

Authorised Signatory

I acknowledge that I have understood all the clauses of the above letter. I accept and agree to the terms and conditions of employment.

Employee Name:

Date:

Signature:

Head Office : 002/003/004, Kemp Plaza, Opp Magnus Tower, Mind space, Malad West, Mumbai 400064
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Tel: 022-40045249, **Email -** info@convictionhr.com **website -** www.convictionhr.com

Annexure A

Compensation Details			
Name	Rutuja Walke		
Designation	HR Recruiter		
Location	Pune		
A	Components	Proposed Salary Break Up (Per Month)	Proposed Salary Break Up (Per Annum)
	Basic Salary	9,000	1,08,000
	House Rent Allowance	4,500	54,000
	Dearness Allowance	2,340	28,080
	Medical Allowance	2,160	25,920
	Telephone Allowance	200	2,400
	Gross Salary	18,200	2,18,400
B	Company Contributions		
	Provident Fund	-	-
	Total Contributions	-	-
C	Deductions		
	Profession Tax	200	2,500
	Provident Fund	-	-
	Total Deductions	200	2,500
D	Net In Hand Salary	18,000	2,15,900

I acknowledge that I have understood and I am in agreement with the above compensation structure.

Employee Name:

Date:

Signature:

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#1, Maria Tower, Main Road, Kootapuli-627 127, Tamilnadu, India
Ph : 04652-452330, (+91) 9790681965, 7094854466
E-mail : sjoseph@gmail.com / mariafcod820@gmail.com

To,
The Director,
Sadhu Vaswani Institute Of Management Studies For Girls,
6, Koregaon Road, Pune -411001

Kind Attention : Dr. B. H. Nanwani

Subject: Miss. Abinaa Fatimson's Commitment to Family Business.

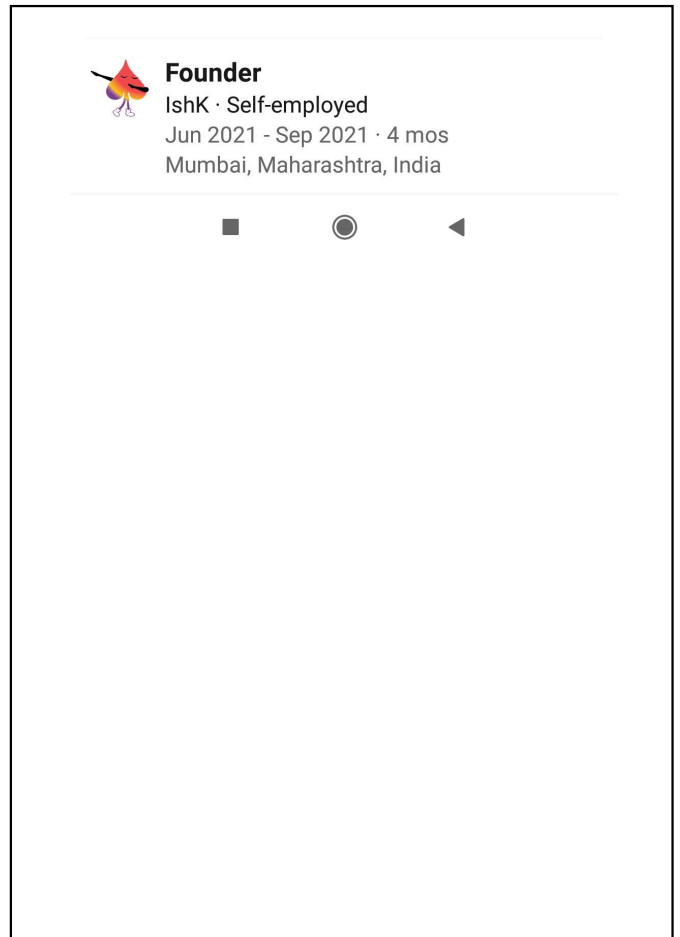
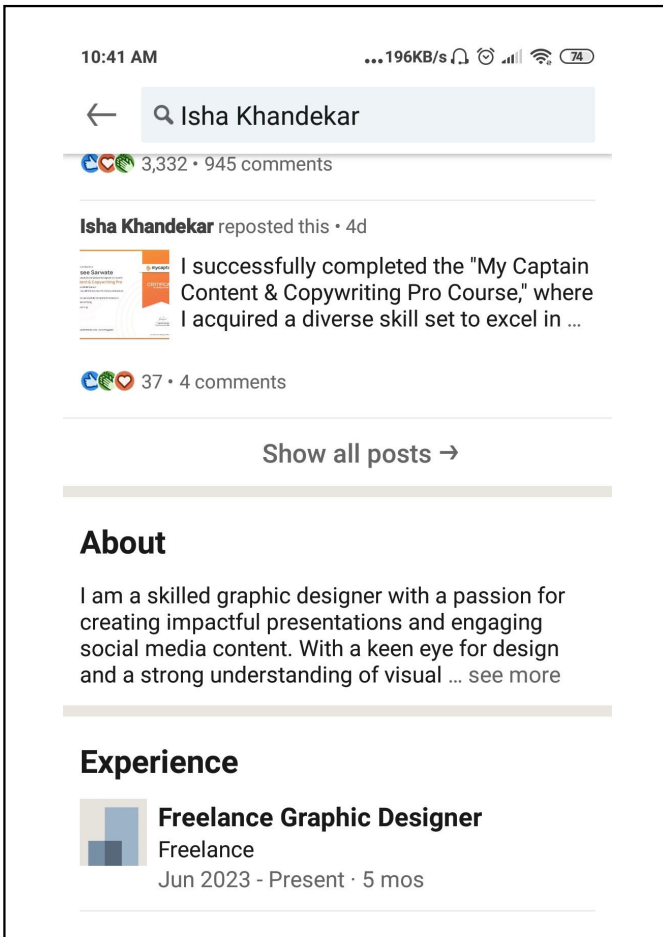
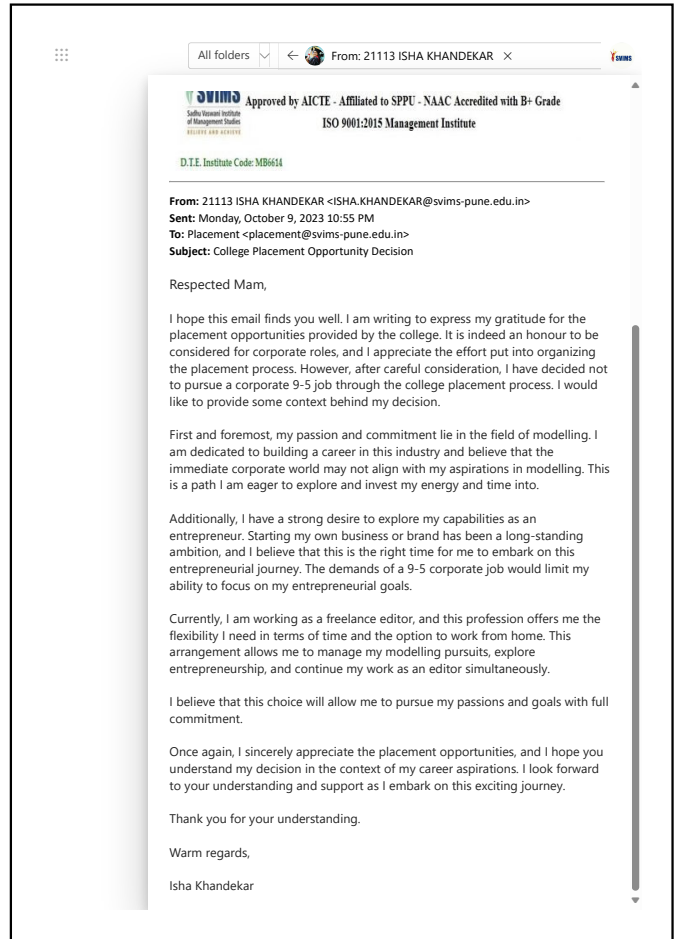
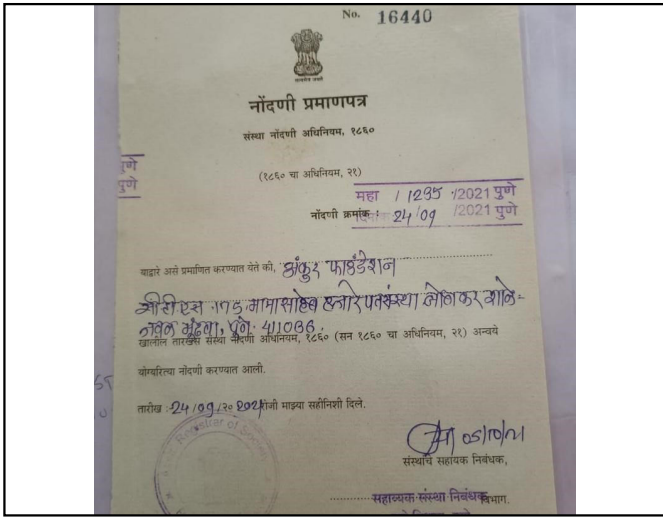
Respected Ma'am,

We are pleased to inform you that, Abinaa Fatimson, student of Sadhu Vaswani Institute of Management Studies For Girls would be joining the family business post her examination dated on 25th August, 2023.

She would be assigned as HR Executive for our business. Her responsibility would be to coordinate and manage various activities within the business. She will have a deeper understanding of the many business capabilities as a result and combined with her creative thinking, we will assist our company flourish.


Authorized signatory
For M/s. MARIA AQUACON PVT. LTD.
Joseph Fernando
Joseph Fernando
Managing Director





10:40 AM ...122KB/s

← Isha Khandekar



Isha Khandekar · 2nd
Marketing Executive
Pune, Maharashtra, India
641 followers · 500+ connections

Safaa Shaikh is a mutual connection

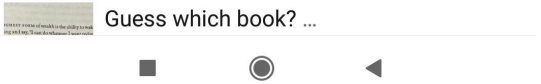
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2022-2023
Students Pursuing Higher Education
Report
NIL