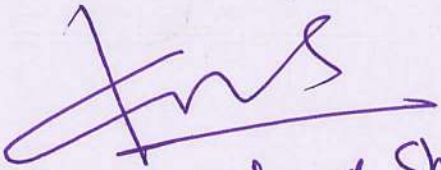


SINHGD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER
APPLICATION, KUSGAON, LONAVALA, Pune 410401

INDEX

STP PROGRAMME

Sr. No	STP Activities	Name of Faculty
1	Speaking Skills & CV Writing	Dr. B. Jagdale
2	Group Discussion	Dr.K.MSharma/Dr.Rajendra Bhadale/Prof. Nileshts Patil
3	PI	Dr.K.MSharma/Dr.Rajendra Bhadale/Prof. Nileshts Patil
4	Comprehension PracticePractice	Dr. Reen Nath/Prof. Sandhya
5	Book Review	All Faculty
6	Aptitude	Mr. Satish Kamble/Prof. Sadhna


Dr. Krishna Sharma
Co-ordinator




DIRECTOR
Sinhgad Institute of Business Administration
& Computer Application
Gate No. 309/310, Kusgaon (Bk)
Off. Mumbai Pune Express Highway
Lonavala-410 401 Dist. Pune

Sinhgad Institute of Business Administration & Computer Application, Lonavala
STP PROGRAMME 2022-23: CALENDAR

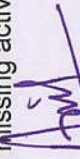
w.e.f 9th May 2022

S.NO	DATE	TIME	NAME OF ACTIVITY	NAME OF FACULTY
1	9th May to 13 May	2 Hours	Speaking Skills Practice-I	Dr. Pradnya Bhandare & Dr. B. Jagdale
2	17th May to 20 May 2022	2 hours	CV Writing	Dr. B. Jagdale
3	23rd May to 27 May	As per the strength of Student	Group Discussion	Prof. Nilesh Patil, Dr. Krishna Sharma, Dr. Rajendra Bhadale
4	30 May to 3 June	2 hrs	PI	Prof. Nilesh Patil, Dr. Krishna Sharma, Dr. Rajendra Bhadale
5	6th June to 10th June 2022	1 hrs	Comprehension Practice	Dr. Reena Nath & Prof. Sadhna
6	13th June to 17th June	2 hours	Book review	All Faculty
7	20th June to 24th June	1 hours	Aptitude	Mr Satish Kamble, Prof. Sadhna
8	27th June to 1st July	2 hours	Speaking Skill Practice-II	Dr. B. Jagdale & Dr. Pradnya Bhandare
9	4th July to 8th July 2022	As per the strength of Students	GD& PI	Prof. Nilesh Patil, Dr. Krishna Sharma, Dr. Rajendra Bhadale
10	11th July to 15th July 2022	1 hours	Aptitude Test	Mr Satish Kamble, Prof. Sadhna
11	18th July to 22 July 2022	Buffer Week		

Note: * All the activities can be conducted any time during the schedule. * Buffer week is to complete any missing activity.


Dr. Krishna Sharma
STP Coordinator




Dr. Anil Nagtilak
Director
DIRECTOR
Sinhgad Institute of Business Administration
& Computer Application
Gate No. 309/310, Khusgaon (Bk),
Off. Mumbai Pune Express Highway,
Lonavala-410 401 Dist. Pune

STP Session on speaking skill Development

1	Date:	30-5-2022
2	Day:	Monday
3	Time:	11.00 to 1.00 pm
4	Venue:	Placement cell
5	Batch:	MBA -2020-22
6	Total Students participation:	12
7	Name of the faculty	Dr Bharti P Jagdale

Activities Conducted for speaking skill development

1. Who's telling the Truth? Have each student write three facts about themselves that nobody in the class knows on a piece of paper. Make sure each student includes their name on the top of the page. Collect the sheets of paper and bring three students to the front of the room. Read aloud one of the facts that is true for one of these three students.

All three claim that the fact is theirs, and the class then proceeds to question them in an attempt to determine who is telling the truth and who is lying. Each student is allowed to ask one question to one of the three students. After a round of questioning, the students guess who is telling the truth.

2. Variations on the game Taboo: For variation 1, create a PowerPoint presentation with a noun on each slide. Have one student come to the front of the room and sit with their back to the PowerPoint. The rest of the students take turns describing the words on the slides, and the student at the front has to guess them.

For variation 2, separate the students into groups of four or five. Place a pile of cards with random nouns in the center of each group. Have students take turns describing a noun for their group members to guess. The group member who guesses correctly keeps the card, so there's competition to see who has the most cards at the end of the game.

Variation 3 is for advanced speakers. Separate the class into two teams. Students are given a word to describe to their teammates, in addition to a list of words that they cannot use in their description. Each student should have two to three minutes to see how many words their teammates can guess.

3. Descriptive drawing activity: Pair up the students and give each student a picture, placing it face down so partners cannot see each other's cards. They must describe the picture for their partner to draw.

4. Comic strip descriptions: Give each student a portion of a comic strip. Without showing their pictures to one another, the students should attempt to describe their image, and put the comic strip into the correct order. After about 10 minutes, the students can guess the order, show one another their portion, and see if they were correct.

5. Secret word: Students are given a random topic and a random word that is unrelated to the topic. The students must hide the word in a speech about the topic—they're trying to make sure the other students can't guess the secret word. The other students listen carefully to the speech and attempt to guess the secret word.

6. Debates: Give each student a piece of paper with "agree" written on one side and "disagree" on the other side. Read aloud a controversial statement, and have each student hold up their paper showing the agree or disagree side depending on their opinion. Choose one student from each side to explain their position and participate in a short debate.

7. Impromptu speaking: Prepare a list of topics that students will be able to talk about. Split the class into two teams, and have each student choose a number—that's the order they will go in. Each student will respond to a statement without preparation. They must continue speaking for 45 seconds. As the student is speaking, the other team listens for moments of hesitation, grammatical mistakes, and vocabulary mistakes. If the other team can correctly identify an error, they get a point.

8. Desert island activity: Give each student a piece of paper and tell them to draw an item—any item. Collect the drawings and pass them out again; no student should receive their own drawing.

Next, tell the students that they've been stranded on a desert island, and only half of the class can survive and continue to inhabit the island. The only thing each student will have on the island is the item depicted in the drawing given to them, and their goal is to convince the class that they should survive based on that item.

9. Storytelling activity: Bring four students to the front of the classroom. Three of them should sit in a row, and one should stand behind them and act as a controller. Give the controller a stack of cards with nouns written on them.

The controller will hand a noun to one of the three students, who will start to tell a story. The student continues telling the story until the controller decides to hand another noun to another student, who will then take over the story.

10. Two Truths, One Lie: Each student should write three statements about themselves on a piece of paper. Two of them should be true, and one should be a lie. Students read their three statements, and their classmates question them to try to determine which statement is a lie.

11. True/false storytelling: Give each student a piece of paper with either "true" or "false" written on it. Each student should tell the class a story that is true or false, depending on which word they received, and the class must guess whether it's true. To add to the activity, you can allow the other students to question the student telling the story.




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Off Mumbai-Pune Expressway,
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No. of Students
= 15

STP Session on CV WRITING

1	Date:	27-5-2022
2	Day:	Friday
3	Time:	11.00 to 1.00 pm
4	Venue:	Placement cell
5	Batch:	MBA -2020-22
6	Total Students participation:	08
7	Name of the faculty	Dr Bharti P Jagdale

Content Cover in Session

CV Format: Overview

A standard format of a CV for a job should include the following sections:

- Contact Information.
- Personal Statement.
- Professional Experience.
- Academic History.
- Key Skills and Qualifications.
- Industry Awards.
- Professional Certifications.
- Publications.
- Professional Affiliations.
- Conferences Attended.
- Additional Training.

Let's walk through these sections step by step:

1. Contact Information

- Full name
- Professional title
- Email address
- Phone number
- LinkedIn profile
- Home address

2. Personal Statement (Summary or Objective)

A CV personal statement is a brief (100 words tops), snappy paragraph at the top of your CV that provides an overview of your qualifications and skills. It works as a "trailer" for the rest of your CV. Fill it with keywords relevant to the job opening and explain why you're the perfect candidate.

If you have years of relevant experience, write your personal statement as a CV summary: highlight your best professional achievements.

Not much experience yet? Go for a CV objective: summarise what skills you've mastered so far and how well you'd fit in.

Whichever one is right for you, don't focus it solely on what you want out of the job. Instead, emphasize what you have to offer. For instance:

3. Professional Experience

- Start with your current or most recent job.
- Below, list your previous jobs chronologically descending.
- List: your job title, the name of the company, dates worked.
- Below each entry, add up to 5 bullet points explaining your responsibilities and achievements.
- Quantify whenever possible. Numbers pop!

4. Academic History

If you've got any post-secondary education, limit your CV education section to just that. Don't mention your high school, unless it's your highest degree of education.

Format your CV education section the following way:

- Graduation year (if you're still studying, enter your expected graduation date)
- Degree
- Institution name
- Sub-honours (if applicable)

Don't have a wealth of job experience? Place your education section above your work history and mention the coursework you've completed, as well as extracurricular academic achievements.

5. Skills

Here's how to list skills on a CV step by step:

- Start with a spreadsheet with a master list of all the professional skills you've developed.
- Read the job ad carefully and look for skill-related keywords.
- Those skills from your list that match the job description go on your CV.
- Instead of just listing skills in a separate skills section, mention them in your CV personal statement and in the work history section.

6. Additional Sections

If you've participated in any activities relevant to your career that don't fit into any of the above sections, list them in extra sections of your CV. Some CV examples of such sections include:

- Industry awards
- Professional certifications
- Publications
- Professional affiliations
- Conferences attended
- Additional training

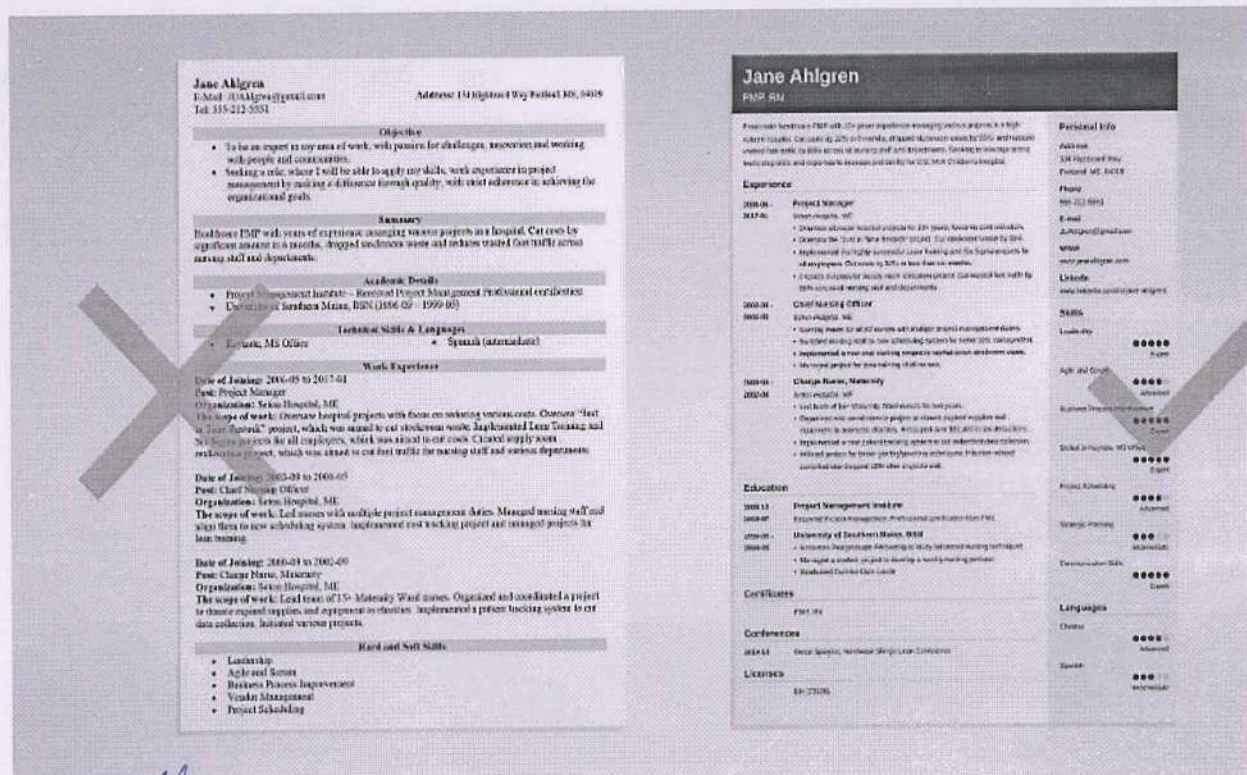
The above template is an example of a classic, reverse-chronological CV. But, according to many a career expert, there is an alternative. A skills-based CV format, also known as a "skills CV" or a "functional CV." Read on to find out what the right structure for a skills CV is.

How to Format a CV?

Set one-inch margins on all sides.

1. Use 1.0 or 1.15 line spacing.
2. Pick a good font for a CV and stick to it on the whole document.
3. Create a professional CV header format for your contact details.
4. Divide your CV into legible sections: Contact Information, Personal Statement, Work Experience, Education, Skills, Additional Information.
5. Make section headings slightly larger than the rest of the contents.
6. Add a blank line before and after each heading.
7. Save your CV in PDF to keep your formatting intact.

<https://www.jobseeker.com/app/resumes/8f6117d3-f784-4ac9-a4d2-2354f5f6ed76/edit>



Bh
Dr Bharti P Jagde



Ail
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Off Mumbai-Pune Expressway,
Lonavala, Dist. Pune 410 401

SINHGAD INSTITUTE OF BUSIENSS AND COMPUTER APPLICATION, KUSGAON, LONAVALA						
GROUP DISCUSSION EVALUATION						
Date: 25/05/2022						
TOPIC: Do you feel that Private sector job is better than Government sector?						
Sr. No.	Name of Studnets	Subject Knowledge(5)	Communi cation skill(5)	Confidence(5)	Body Language(5)	Leadership Skill(5)
1	Abhishek Kolge	3	4	3	4	3
2	Anand Rathod	3	3	3	3	3
3	Bhushan Khadse	3	4	4	4	4
4	Diplai Hirwarkar	4	4	5	4	4
5	Kiran	3	4	5	4	4
6	Pranali Lohar	4	3	4	4	4
7	Purvaja	3	4	3	4	4
8	Rutvik Survanshi	3	3	4	3	4
9	Sagar Kumar Rana	4	4	4	4	3
10	Samiksha Bhoir	4	4	3	3	4
11	Shruti Bachate	3	4	3	4	3
12	Snelhal Kulkarni	4	3	3	3	4
13	Sohel Deshmukh	4	4	3	4	3
14	Sunny Janbandhu	3	3	3	4	4
15	Suyash Kangane	3	3	4	3	3

Total (25)
17
15
19
21
20
19
18
17
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18
17
17
17
17
16

Coorldinators

Dr. Krishna Sharma

Prof. Nilesh Patil

Dr. Rajendra Bhadale



Anil
DIRECTOR

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& Computer Application
Kusgaon (Bk.),
Off Mumbai-Pune Expressway,
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GROUP DISCUSSION 25/5/2022

TOPIC: DO YOU FEEL THAT PRIVATE
SECTOR JOB IS BETTER THAN
GOVERNMENT SECTOR?

Sinhgad Institute of Business Administration & Computer Application, Lonavala
VALUE ADDITION PROGRAMME 2021-22: CALENDAR

MBA - I SEM II

(W.E.F 01 July 2022)

S.NO	DATE	TIME	NAME OF ACTIVITY	NAME OF FACULTY
1	Monday	3 pm to 4:45 pm	GD	Dr. Reena Nath
2	Tuesday	3 pm to 4:45 pm	GD	Prof. Nilesh Patil
3	Wednesday	3 pm to 4:45 pm	PI	Dr. Pravin Bodade & Prof. Sadhana Awate
4	Thursday	3 pm to 4:45 pm	PI	Dr. Krishna Sharma & Dr. Rajendra Bhadale
5	Friday	3 pm to 4:45 pm	CV Writing	Dr. Bharti Jagdale



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 Lonavala, Dist. Pune 410 401

SINHGD INSTITUTE OF BUSIENSS AND COMPUTER APPLICATION, KUSGAON, LONAVALA									
PERSONAL INTERVIEW EVALUATION									
Date: 14/07/2022									
Sr. No.	Name of Studnets	Subject Knowldege (5)	Communication skill (5)	Confidence (5)	Body Language (5)	Industry Readiness (5)	Total (25)		
1	Sagar Kumar Rana	3	4	4	4	3	18		
2	Shruti Bachate	2	2	2	3	2	11		
3	Sumeet Gore	3	4	4	4	3	18		
4	SHUBHANGINI DILIP YEOLE	4	4	4	4	4	20		
5	MARUTI BHASKAR BOORA	3	2	3	3	2	13		
6	KIRAN SHIVAJI AVHAD	3	3	3	3	2	14		
7	SAMRAT MOHAN BANSODE	3	4	4	4	2	17		
8	ANAND DHONDIRAM RATHOD	2	3	2	2	2	11		
9	SUNNY SUNIL JANBANDHU	2	3	3	3	2	13		
10	NAMRATA BALKISHAN RAPELLI	3	4	4	4	2	17		
11	DIPALI AVINASH HIWARKAR	2	3	3	3	2	13		
12	PRERNA PRAMOD KHANDAGALE	2	3	3	3	2	13		

Coordinators

Dr. Pravin Bodade
Prof. Sadhana Awate

(Signature)



(Signature)

DIRECTOR

Sinhgad Institute of Business Administration
& Computer Application
Kusgaon (Bk.),
Off Mumbai-Pune Expressway,
LonaVala, Dist. Pune 410 401

Date: 07/02/2022

To,
Miss Namira Sikilkar
Houseno.36, Ryewood Park Colony,
Khondgewadi, Lonavala
Maharashtra 410401

Letter Of Intent

Dear Miss Namira,

With Reference of your subsequent interview you had on 07/02/2022, we are pleased to issue to you Letter of Intent for the post of **HR ASSISTANT** at The Lagoon Resort, 55-Tungarli, Lonavala 410403 Dist Pune.

As agreed you would join us on **10/02/2022** and report to HR Executive/GM for day-to-day work. Your Letter of Appointment would be issued to you shortly after you're joining of duty, as per terms & conditions and mutually agreed upon.

It will be mandatory to submit all necessary documents before joining.

We look forward to welcoming you to our Organization.

Thanking You,

For Laguna Resort Pvt.Ltd.



Felvin Lopes

Asst. General Manager

Laguna Resort Private Limited

Corporate Office : G-191, Tilak Road, Lonavla - 410401, Dist. Pune, Phone : +91-2114-271784 / 271785
Hotel Address : S. No. 55, Tungarli, Lonavla - 410403. Pune Dist.
Tel. +91 2114 279786. Fax +91 2114 273818
email - info@thelagoonaresort.com www.thelagoonaresort.com

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EXOTIC LEARNING
NIRVODAY PVT LTD

Date: 14/10/2022

Name: **Nikhil turkar**
Email ID: : **nikhilturkar223@gmail.com**
Mob No: **+448668547286**

Offer Letter

Dear Nikhil turkar ,

Congratulations! Exotic Learning is pleased to extend you a conditional offer of employment for the position of **Business Development Associate - Online Sales (Work from Home)**.

Out of the many candidates you are selected to join the EXOTIC Learning to work at India's Top Live Online Skill Development Classes Platform. We are excited for you to formally begin working with us.

Salary: We confirm offering annual compensation of **612000** (six lakh twelve thousand) comprising INR **312000/-** and a variable component of **INR 300000/-** per annum and a retention bonus of **100000/-**.

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 1st week of the subsequent month. The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

Timings: You will observe the timings prevalent in the establishment or establishments where your services are made use of. The normal working days are Wednesday through Monday (Sales Shift). You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Work Location: While the **21** days of training will be remote and online, post certification you are expected to report to work from Home. On successful completion of On Job Training certification you will be granted **15** days cooling period. The role will include tele-calling and conducting online sales conduction from the Home.

Training: The 21 days of training includes 8 days of dedicated instructional sessions on the product, platform and processes. With Day 9 being an off, the candidate will have Day 10 to Day 21 to meet the certification criteria, this will be their OJT or On the Job Training Period.

Probation Period: You will be on probation for 90 Days during which your performance will be reviewed however you are expected to clear the On-the-Job Training (OJT) Certification in 21 days. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof.

Covid Protocols: You are expected to take personal responsibility when it comes to vaccination and follow Covid safety protocols while working.

By accepting this offer your training will commence from **14/10/2022**. You will be absorbed with a full time employment contract subject to clearance of all the assessments during the training program successfully, failing

which leads to termination of contract at any stage of the training program with no obligation from both the parties.

If you aren't certified during the training period this offer shall stand revoked and the organization is not liable to compensate during this period.

This job offer is contingent upon the following:

- ✓ Completion of a satisfactory background check.
- ✓ Passing the classroom training wherein working laptop with good microphone and camera and data connection are essential
- ✓ Clearing the On Job Training (OJT) certification
- ✓ Execution of an employment/non-compete/confidentiality agreement.

Once the above contingencies are successfully completed and you have submitted the statutory KYC documents namely PAN, Aadhar and Bank Account details then you will be appointed as a full time employee as per the offered role. Failure to provide appropriate documentation before completion of training will result in immediate termination of employment in accordance with the terms of contract.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.

Indemnity: You agree to defend and hold harmless the company and its officers, directors, employees, agents, successors and assigns of the company ("Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs incurred by such the company or Indemnified Parties that arise out of or relate to any breach of any of its representations, warranties, covenants or obligations.

You agree that in no event, and at no time during the Term of this Agreement or at any time thereafter, shall disparage, denigrate, slander, libel or otherwise defame the company, its businesses, services, employees, personnel, agents, or representatives.

Non-Compete. You shall ensure that during the Non-Compete Period, refrain from directly or indirectly (including but not limited to as an employee, consultant, independent contractor, partner, shareholder, member or in association with any other Person or in any other capacity) carrying on, setting up, soliciting on behalf of, rendering any services to, engaging in, guaranteeing any obligations of, extending credit to, or having any ownership interests in or other affiliation in any Competing Business within the territory of India.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Schedule I

Schedule -1			
Designation:	Business Development Associate		
Department:	Sales		
(A)	Salary Components	INR (p.m.)	INR (p.a.)
I	Basic	11667	140000
II	HRA	5833	70000
III	LTA	1000	12000
IV	Book and Periodicals	500	6000
V	Communication Reimbursement	1000	12000
VI	Special Allowance	5000	60000
GROSS INCOME		25000	300000
(B)	RETIRALS		
I	Provident Fund (Employer's Contribution)	1000	12000
Total (A+B)		26000	312000
(C)	Annual Variable (Incentive) (Maximum Payable)	-	300000
COST TO COMPANY (A+B+C)		26000	612000

Retention bonus

Rs 1 LPA Retention bonus for the candidates, paid as part of monthly salary or in kind, after OJT certification and on quarterly basis as follows:

Payout	Indicative Amount	Eligibility
NIL	NIL	NIL
1st Quarter	Rs 10000	72 active days in system
2nd Quarter	Rs 20000	144 active days in system
3rd Quarter	Rs 35000	216 active days in system
4th Quarter	Rs 35000	288 active days in system

*Active days is calculated as any day on which the employee gets attendance

Note:

There will be a minimum input criterion eg talk-time, task completion and customer conductions to earn a daily attendance basis which the monthly salary will be processed. The organization reserves the right to change policies based on the business requirements from time to time.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Payout for Training Cum Certification period

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills obtained during Training to maximize the positive impact of the learnt skills in your assigned key results. Only those candidates who get certified in the training evaluation will be appointed in the organization. Considering the significant investment that the training represents, only those who earn training **certification** will be paid **INR 5001** For the training cum evaluation period . However, If you don't qualify the training certification or quit the training mid-way then neither you nor the company is liable to compensate for the training cum certification period.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter to me no later than **14/10/2022** If you have any questions about this offer, write back to us at hr@exoticlearning.in or text us with our chat support team **+917704915207**

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,
On Behalf of Exotic Learning



Rohan Singh
Authorized Signatory

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Nirvoday Pvt Ltd (Exotic Learning) is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until **14/10/2022** Any acceptance postmarked after this date will be considered invalid.

Date: _____

Signature: _____

Apr 5, 2022

Ms.Akansha Gholap

Dear **Akansha**,

We are glad to inform you that you have been selected for internship starting from **Apr 7, 2022 to Oct 4, 2022**.

During course of the internship, you may be assigned to **Jade Global Software Pvt. Ltd.** ("company")

You will be paid a consolidated internship stipend of Rs. **12,000** per month during this period.

On successful completion of your internship and your individual performance, you would be confirmed as full-time employee at Jade Global, terms and conditions of employment will remain the same as per the offer letter provided to you. You shall be required to furnish the applicable degree certificate prior to your joining as a full-time employee in the company.

Please note during this internship:

- You are expected to render your best efforts to the company during this period.
- During internship period you will not be construed to imply either any principal – agent relationship or any employer – employee relationship between you and the company.
- You shall be governed by the rules and regulations of the company and are requested to abide by the same.
- You agree to hold harmless and indemnify the company from any claim, damage or loss resultant, whether direct, consequential or otherwise, arising from the breach of the terms of this letter of engagement, including but not limited to unauthorized disclosure of confidential information which you may have access to.
- You shall not incur any expenditure on behalf of the company until and unless you have prior written approval for the same.
- The company will have no liability for compensation whatsoever for any injury/ accident arising out of or in the course of the project.

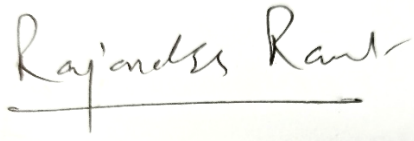
Jade Global Software Pvt. Ltd.

Nyati Tech Park, 7th Floor, Near Brahma Suncity, Behind Nyati Meadows, Wadgaon Sheri, Pune

- Any income tax and other applicable taxes shall be borne by you and the company shall not be held responsible for any such statutory or other payment, other than for tax withholding at source as required by the pertinent Income Tax Rules.
- Internship experience certificate shall be issued to you only upon successful completion of the internship term. Company reserves the right to withhold or refuse to issue internship experience certificate in case you breach any of the above-mentioned terms or applicable company rules as may be notified from time to time.

I welcome you on behalf of the company and am sure that the structured learning experience provided to you will benefit you and the cause of professional management.

With best wishes,



Rajendra Raut

AVP – Talent Acquisition

ACCEPTANCE

I have read and understood the terms and conditions mentioned above and undertake that there would be no breach of these terms and conditions

Name: **Akansha Gholap**

Signature:

Reliance SMSL Limited

Ref No. HR/JUN/22/KT/60025270/1001231715

Date: 07.06.2022

Harshad Salve
House-35,Rokdoba Mandir Deolaligaon, Nashik Road,Rokdoba Mandir Deolaligaon, Nashik
Road
Maharashtra,India

Offer-cum-Appointment Letter

Dear Harshad,

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

We are pleased to offer you an appointment as **PI Team CSA** in the employment of the company subject to your joining on or before **07.06.2022**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **PI Team CSA** in Grade **KT** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 149472/- per annum** as below:

	Rs. per month
Basic	6500
HRA	5956
Conveyance Allowance	
Monthly Gross	12456
Annual Gross	149472

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. 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 client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited

24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

Reliance SMSL Limited

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____



28th February 2022

Yash Sahare

Pune, Maharashtra

Subject – Offer Letter

Dear Yash,

We are pleased to offer you the position of “**Solar Consultant**” with SolarSquare Energy Pvt Ltd (Further referred as SolarSquare).

1. This offer letter is being issued subject to the following terms –
 - a. You shall join the company on 08th March 2022
 - b. Accuracy of the testimonials and information provided by you
 - c. Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
2. On your date of joining, you will be issued a formal Appointment Letter
3. You shall be based in **Nagpur** and you will be also required to travel to any other location as required by your respective Manager
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in **Annexures** attached herewith.
5. Upon joining SolarSquare,
 - a. You will be on training period for initial 2 months from the date of joining.
 - b. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months
 - c. During your training and probation, you may be required to undergo classroom trainings for such duration as deemed necessary by SolarSquare and your performance will be evaluated periodically during such training period
6. SolarSquare reserves the rights to make any changes at its management’s discretion to the offer letter

Please sign and return a copy of this letter as a token of your acceptance

For SolarSquare Energy Pvt Ltd

For



Neeraj Jain
Managing Director

Y.K. SAHARE

Yash Sahare

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidaai Baugh Lane, Opp. Vithal Kunj, Andheri (W),

Mumbai – 400 058. E info@solarsquare.in | W www.solarsquare.in

CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F121



Annexure 1

You will be receiving an annual remuneration of Rs. 6,00,000/- (Rupees Six Lakhs Only). The break up for the same is as follows –

- a. Fixed component of Rs. 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only)

Salary Head	Break up - Monthly	Break up - Annual
Basic	15,000	1,80,000
HRA	7,500	90,000
Standard Allowance	4,167	50,000
Special Allowance	3,333	40,000
Total Salary	30,000	3,60,000

- b. Variable component of Rs. 2,40,000/- (Rupees Two Lakhs Forty Thousand Only), which will be paid on monthly basis upon target completion and based on performance as per the incentive structure.

For the first two-month training period you will be paid Rs. 25,000/- (Rupees Twenty-Five Thousand Only) per month.

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidal Baugh Lane, Opp. Vithal Kunj, Andheri (W),
Mumbai – 400 058. **E** info@solarsquare.in | **W** www.solarsquare.in
CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F1Z1



Annexure 2

Documents required at the time of joining –

We request you to carry the following documents at the time of your joining, as they are mandatory for our records and are necessary for the completion of joining formalities

1. Photo Copy of Class 10th Mark sheet.
2. Photo Copy of Class 12th Mark sheet.
3. Photo Copy of Graduation certificates of all years or a consolidated Mark sheet of the same.
4. Photo Copy of any Post graduate course / Diploma / Degree (if applicable).
5. If you are awaiting results, please carry the past year mark sheets and admit card of the final year examination.
6. Supporting Documents of Past Experience (Experience Certificate / Relieving Letter / Appointment Letter / Offer Letter) from all the previous employers.
7. Photo Copy of Form 16\ Salary Certificate\ PAY SLIPS received from the previous employer (if applicable).
8. Photo Copy of PAN Card and Aadhar Card
9. Existing Bank Account No. and IFSC
10. Three Recent passport sized photographs (self).

Fwd: Letter of Intent- Pratiksha Kshirsagar- Pune West

1 message

pratiksha kshirsagar <pratikshapkshirsagar@gmail.com>
To: Sibaca placements <sibaca.placements@sinhgad.edu>

12 October 2022 at 12:44

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

From: **Lucy** <hr@acubehomes.com>

Date: Fri, 7 Oct, 2022, 5:37 pm

Subject: Letter of Intent- Pratiksha Kshirsagar- Pune West

To: <pratikshapkshirsagar@gmail.com>

Cc: <directorpc.placement@sinhgad.edu>, Anshuman Bhatia <anshuman@acubesolutions.in>

Dear Pratiksha,

Reference to your interview with us for position of Sales Manager and subsequent discussion.

We are pleased to offer you the position of Sales Manager in our organization on salary of 25,000/month + Incentive(Performance Base).

You will be located at Pune West.

Office Address:-

Survey no 2 plot no.2 flat no. 201 bhuvi Sugandh apartment
Sopan bagh Balewadi baner pune behind BJP office 411045

you are being requested to join by 10-October-2022(Monday) @ 10 AM

The Appointment letter will be handed over to you after completion of Probation period of Six months.

Following documents need to be submitted latest by tomorrow via Email before the joining:

- 1- Educational qualifications
- 2- Address Proof and Aadhar Card
- 3- Pan card
- 4- 2 photographs
- 5- Resignation and reliving copy from last organization

Note-Under the Condition of natural Calamity/War,Pandemic, Resulting regular interruption in working hour employee will liable to receive only 40% Salary.

Please confirm your Acceptance of this offer.

We Look forward to working with you:)

--

Thanks & Regards

Lucy

Senior Manager-HR

Acube Homes Pvt.Ltd.

Fwd: Letter of Intent- Vaibhav Samale- Pune West

1 message

vaibhav samale <vaibhavsamale775@gmail.com>
To: sibaca.placements@sinhgad.edu

12 October 2022 at 12:20

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

From: **Lucy** <hr@acubehomes.com>

Date: Fri, 7 Oct, 2022, 5:58 pm

Subject: Letter of Intent- Vaibhav Samale- Pune West

To: <vaibhavsamale775@gmail.com>

Cc: <directorpc.placement@sinhgad.edu>, Anshuman Bhatia <anshuman@acubesolutions.in>

Dear Vaibhav,

Reference to your interview with us for position of Sales Manager and subsequent discussion.

We are pleased to offer you the position of Sales Manager in our organization on salary of 25,000/month + Incentive(Performance Base).

You will be located at Pune West.

Office Address:-

Survey no 2 plot no.2 flat no. 201 bhuvi Sugandh apartment
Sopan bagh Balewadi baner pune behind BJP office 411045

you are being requested to join by 10-October-2022(Monday) @ 10 AM

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- 4- 2 photographs
- 5- Resignation and reliving copy from last organization

Note-Under the Condition of natural Calamity/War,Pandemic, Resulting regular interruption in working hour employee will liable to receive only 40% Salary.

Please confirm your Acceptance of this offer.

We Look forward to working with you:)

--

Thanks & Regards

Lucy

Senior Manager-HR

Acube Homes Pvt.Ltd.



PRIVATE AND CONFIDENTIAL

CJ23159796

August 23, 2022

Ankita Vijay Gawali
NEAR HAILAND HOTEL,
B WARD SHRI RAMWADI,
LONAVALA-410401, MAHARASHTRA

Dear Ankita,

On behalf of ICICI Securities Limited, we take great pleasure in making you an offer to be part of team I-Sec.

Please find enclosed:

- Our formal Joining Offer cum Appointment Letter
- Components of Remuneration – It has details on all the components of remuneration.

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

In case you have any further queries feel free to contact at below mentioned number and address:

Address : HR, ICICI Securities Limited,
Shree Sawan Knowledge Park,
Gr. Floor, Plot No. D-507, T.T.C Industrial Area,
M.I.D.C, Turbhe, Near Juinagar Railway Station,
Navi Mumbai-400705

E-Mail Address : robin.raju@icicisecurities.com

Telephone (Direct) : -

Yours sincerely,

For **ICICI Securities Ltd**

Robin Raju

Regional Manager - Human Resources

ICICI Securities Limited
Registered Office (Institutional):
ICICI Venture House, Appasaheb Marathe Marg,
Prabhadevi, Mumbai - 400 025, India.
Tel 022 - 6807 7100

Corporate Office (Retail):
Shree Sawan Knowledge Park, Plot No. D-507,
T.T.C. Ind. Area, M.I.D.C, Turbhe,
Navi Mumbai - 400 706
Tel (91 22) 40 70 1000
Fax (91 22) 40 70 1022

Name of Compliance Officer (Broking Operations): Mr. Anoop Goyal
Email Address: complianceofficer@icicisecurities.com / (91 22) 4070 1000
Website Address: www.icicisecurities.com/www.icicidirect.com





PRIVATE AND CONFIDENTIAL

CJ23159796

August 23, 2022

Ankita Vijay Gawali

Pune

Dear Ankita,

We are pleased to make you an offer of appointment at grade "E" in ICICI Securities Limited (hereinafter referred to as the "Company"). Your job title will be "Senior Relationship Manager". You will be placed in "Retail" Department and "Select" Function at Pune.

The following are the terms and conditions of the appointment.

Commencement/Term:

1. You shall be required to join the Company on or before September 26, 2022.
2. Your appointment is subject to you successfully completing your Post Graduation in Management Course. You are required to submit the copy of certificate latest by November 2022. Failure on your part to submit the required document may initiate appropriate action including termination of your services.
3. You will be on probation for a period of six months or such extended period as may be decided by the Company and would be confirmed basis you meeting up the criteria set by the company from time to time. Please note that this offer of employment is subject to the successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time.
4. You will be informed about your confirmation in the services of the Company in writing.
5. On confirmation, employee would retire from the service on attaining the age of 58 years.

Remuneration:

6. Your Basic Salary will be Rs. 129,360/- (Rupees One Lakh Twenty Nine Thousand Three Hundred Sixty Only) per annum.

Allowances:



7. Your House Rent Allowance will be Rs. 64,680/- (Rupees Sixty Four Thousand Six Hundred Eighty Only) per annum.

8. You shall be entitled to Leave Travel Assistance of Rs. 26,950/- (Rupees Twenty Six Thousand Nine Hundred Fifty Only) per annum.

9. You shall be entitled to Supplementary Allowance of Rs. 127,010/- (Rupees One Lakh Twenty Seven Thousand Ten Only) per annum.

Benefits:

In addition to the above, you shall be entitled to the following:-

10. Comprehensive Mediclaim as per company policy for you will be up to Rs. 4 Lacs per annum or as may be adopted by the Company for its employees from time to time. Once you successfully complete the probation period your immediate family members will be entitled for this benefit. Your immediate family includes yourself, your spouse and 2 dependent children up to the age of 25 years.

11. Personal Accident Insurance coverage as may be adopted by the Company for its employees from time to time for permanent disablement or death due to accidents.

12. Life Insurance Cover as per company policy in case of untimely demise while in the service.

Note : The coverage mentioned above under each policy will be subject to you meeting all the insurance company's policies and insurance/underwriting requirements. Until confirmation by the insurance company that you have fulfilled these requirements, the sum insured will be at the insurance company's discretion.

13. Retirement Benefits of the company in accordance with the statutory requirements and/or, as per Company policy.

- Employer's Contribution towards Provident Fund of Rs. 21,600/- (Twenty One Thousand Six Hundred Only) per annum.

- Contribution towards Gratuity Fund of Rs 10,776/- (Rupees Ten Thousand Seven Hundred Seventy Six Only) per annum. Pls note, Gratuity amount is payable after completion of 5 years continuous service.



14. Maternity benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by I Sec. Details of such benefits offered to employees and eligibility criteria for availing such benefits are notified by I Sec under "Employee Benefit Policies" available on the intranet, which will be accessible upon joining I Sec.

Performance Bonus/ Sales Incentive Plan:

15. You will participate in the Company's Performance Bonus/ Sales Incentive Plan depending on the function you belong to. The pay out depends on the Company's performance, your strategic business unit (SBU) performance and your performance, and other parameters as the Company may decide from time to time. Please note that there is no minimum and/or guaranteed bonus. The Performance Bonus/ Sales Incentive awarded to you in any year will have no bearing to your previous year's performance bonus. Please note that the Variable Pay payable (if any) to you is inclusive of statutory bonus payable (if any) under the Payment of Bonus Act, 1965 and any amendments therein.

Other Terms and Conditions of Service:

16. Professional Ethics & Confidentiality: While you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, into the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to the Company and to promote the interests of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the Company. It is a condition of your employment that you maintain the confidentiality of any and all proprietary information of which you gain knowledge or possession as a result of your employment with the Company. You must not disclose such proprietary information to any person. The term, 'proprietary information' shall mean all Company information whether in oral, written, diskette, graphic or machine readable form, including but not limited to all non-public lists of customers, agents, general agents, intermediaries, prices, business plans, strategic plans, reserves or other non-public financial information, customer base, manuals, designs, procedures, formulas, discoveries, inventions, improvements, concepts, ideas, future plans and budgets, unannounced organizational or staffing changes, financial analyses, competitive analyses, management information, technical data and market studies. This obligation of confidentiality continues after your employment terminates. Further, complete confidentiality of all employment and compensation details is expected to be maintained by you during your period of employment with the Company.

17. IT Security Practice & Procedures: While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company.



18. Transfer: The Company shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.

19. Notice Period And Termination of Employment: During the probation period, your services would be liable to be terminated by the Company without assigning any reason and by giving seven days notice or notice pay of seven days in lieu thereof. During the probation period, if you decide to leave the Company's services, you will be required to give and serve Forty five days' notice period. In such cases the company reserves the right of recovering expenses such as relocation expenses (if any), etc., from your full & final settlement.

After confirmation, your services would be liable to be terminated by the Company, by giving Ninety days' notice or on payment of an amount equivalent to Ninety days' gross salary in lieu of the notice period. In case of termination consequent to any disciplinary action or loss of confidence under clauses mentioned in the Code of Conduct & Business ethics, the company would not be liable to give any notice or any notice pay thereof. In case you decide to leave the Company's services, you will be required to give and serve Ninety days' notice.

Further, the company shall be entitled in its sole discretion, to accept your resignation (either during probation period or after confirmation), either with immediate effect or with effect from any date prior to the last day of the notice period.

20. Gross Misconduct: Gross misconduct would amount to cause for your immediate dismissal without notice or payment in lieu of notice. Examples of gross misconduct include, but are not limited to:

- Non-compliance with all applicable laws and regulations in the conduct of business for and on behalf of the Company;
- If it is found that any incorrect information furnished by you during the interview or while you are employed with the company such as (this is an indicative list and not an exhaustive one) :
 - i. Suppression of any material information by you.
 - ii. Mismatch in your previous employment data even for a day.
 - iii. Mismatch in your previous pay slip.
 - iv. Fake qualification certificates.
- Theft, misappropriation or willful destruction of Company property;
- Refusal or failure to comply with a reasonable instruction given by your supervisor;
- Willful insubordination or disobedience of any lawful and reasonable order of a superior.



- A finding that you are guilty of a criminal offence by a court of competent jurisdiction;
- Your bankruptcy or insolvency;
- Sexual harassment or intimidation of employees;
- Behavior which is either physically or verbally threatening or degrading to others;
- Violation of Code of Conduct & Business Ethics;
- Breach of any of the terms and conditions set out herein and any manual containing the Company's policies and procedures.
- You shall be deemed to have resigned in case you are absent from work or extended your stay after the end of the granted leave without authorization or acceptable excuses, for the period of 15 consecutive days.

Upon termination of your employment, you will return any items belonging to or relating to the Company. These include but are not limited to keys, diaries, business cards, files and all other items of a professional nature, which were acquired or created during your employment, including computer software and applications.

21. You shall not for a period of one year from cessation of your service, solicit or employ any director, officer or employee of any constituent of the ICICI Group in any activity, vocation, profession, employment, consultancy, service, occupation or business that you undertake or in any manner, cause any director, officer or employee of any constituent of the ICICI Group to be solicited or employed by any person or enterprise with whom you may be associated in any capacity.

22. General: You agree to authorize "ICICI Securities Limited" and the appointed agencies to verify information provided in your resume and / or the applicant Information sheet submitted for employment purposes and to conduct any further enquiries as may be necessary. You also agree to authorize all who may have relevant information pertaining to this enquiry to disclose the same.

As per the Insider Trading Policy of the Company, you and your immediate relatives are required to trade in Securities only through ICICI Securities and not through any other trading member. Accordingly, please ensure that you comply with the above requirement from the date of your joining.

A declaration confirming the above would be required to be signed by you on your date of joining.

For the above purpose, the following persons are defined as Immediate Relatives:

- Your spouse



- Any of the following who is either dependent financially on you or consults you in taking decisions relating to trading in Securities
- your parents, siblings and your children
- your spouse's parents, siblings and children

23. You will be bound by the Rules and Regulations of the Company. It is your responsibility to read and abide by the Company's policies, procedures, Rules of Conduct and Corporate Policies amended from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The terms and conditions as laid down in any of the above manuals, handbooks, policies, rules and procedures may be amended by the Company at its discretion from time to time and will be binding upon you. You shall not sign any contracts or enter into any binding agreements, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office with the prior written approval of the Company. You shall not pledge the Company's credit and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.

24. You hereby agree that you would not be acting as a life insurance agent or an insurance broker of any Life / General insurance company or of any corporate agent (other than an employee of ICICI Securities Ltd.) of such insurance company.

25. The terms of your employment may be amended at any time. This contract of Employment shall be interpreted and governed by the laws of India.

26. Any notice, consent, request or other communication made or given in connection with this letter shall be in writing and shall be deemed to have been duly given when delivered or mailed by registered or certified mail (return receipt requested) or by facsimile or by hand delivery or overnight courier, to those listed below at their following respective addresses or at such other address as each may specify by notice to the others:



To Employer: HR, ICICI Securities Limited,
First Floor, Door no - 44/2102C,
J J Arcade, Deshabhimani Junction,
Kaloor
Kochi-682017

To Employee NEAR HAILAND HOTEL,
B WARD SHRI RAMWADI,
LONAVALA-410401, MAHARASHTRA

It will be your responsibility to keep us notified of any changes in your residential/correspondence address in the event that you do not wish to receive the notices at the address stated above.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

For **ICICI Securities Ltd**

A handwritten signature in black ink, appearing to read 'Sourabh'.

Sourabh Kumar

Zonal HR Manager - South & ROTN - Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of candidate



REMUNERATION DETAILS		
NAME	Ankita Vijay Gawali	
JOB TITLE	Senior Relationship Manager	
GRADE	E	
Components	Monthly	Annually
Basic	10,780	129,360
HRA	5,390	64,680
Leave Travel Assistance	2,245	26,950
Supplementary Allowance	10,584	127,010
Retiral Benefits		
Employer's Contribution to PF	1,800	21,600
Total Fixed Pay	30,800	369,600
*Gratuity	898	10,776
Total Pay	31,698	380,376
** Gratuity is payable after completion of 5 years of continuous service.		