



**Prof. M. N. Navale**  
M.E. (Elect.) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

**5.2.1 Placement details of students 2018-19**

Sr. No	Name of student who has been placed	Name of the employer with contact details	Pay package at appointment (In INR per annum)	Page No.
1	Bade Mahesh Subhashrao	Infosys (through GTT)	2.5 LPA	1-2
2	Bagde Saurabh Dnyaneshwar	Subros Ltd	4.00 L.p.a.	3-4
3	Balani Poonam Nimishbhai	MSC SERVICE CENTER INDIA PRIVATE LIMITED.	1.90 LPA	5
4	BHADANE AKSHAY HANSRAJ	ICICI Bank	3.49 LPA	6-14
5	Bhalerao Adesh Prakashrao	ICICI Bank	3.49 LPA	15-23
6	Bilgaiye Shubham Vijay	ICICI Bank	3.49 LPA	24-32
7	Bodane Lina Suresh	ICICI Securities Limited	3.5 LPA	33-35
8	Chaudhari Nishit Kumar	McCain Foods India Pvt. Ltd.	3 LPA	36-40
9	Chougule Mukesh Dadasaheb	VIVO	4,12,256 LPA	41-42
10	Deshmukh Parmeshwar Sarjerao	Infosys (through GTT)	2.5 LPA	43-44
11	Deshmukh Shivani Balkrishna	Neeeyamo Enterprise Solutions Pvt. Ltd.	2.5LPA	45-46
12	Deshpande Rushikesh Ganesh	HCL BSERV	Rs. 2.00 -2.50 LPA	47-66
13	Dhawale Nikhil Rajendra	Kolte Patil Developers	3.50 LPA	67
14	GAIKWAD SURAJ SHRIKANT	Tata Consultancy Services LTD.	11250 Per Month	68
15	Ghate Uttara Ajay	HCL BSERV	Rs. 2.00 -2.50 LPA	69-81
16	Ghorpade Sourabh Sandip	METRO SERVICES	220488 Lpa	82-85
17	Jadhav Shivani Tanajirao	Johnson Controls (India) Private Limited	4 LPA	86-87
18	Jadkar Dhanshree Ganpat	SKYTECH HR SERVICES	2.00 LPA	88
19	Jangle Umesh Chandrabhan	ICICI Securities Limited	3.5 LPA	89-91
20	Jaybhaye Sharad Shrimant	V-TRANS (INDIA) LIMITED	2.50 CTC/annum	92-93
21	Kadam Mayurkumar Baburao	Bajaj Finserv	4 LPA	94-99
22	Kambale Renuka Kundlik	HDFC Bank	19000 Basic	100
23	Kamble Komal Mahadev	New Divide Organisation HR Solution.	3 LPA	101
24	Karad Rakesh Baban	ICICI Securities Limited	3.5 LPA	102-104

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25	Khadtare Prasad Vitthal	V-TRANS (INDIA) LIMITED.	2.50 CTC/annum	105
26	Khalse Girish Murlidhar	ICICI Bank	3.49 LPA	106-114
27	KHOPALE MAHESH SUBHASH	T M Inputs & Services Ltd.	5 LPA	115-119
28	Kolhe Omkar Ashok	SG ANALYTICS PVT LTD	4.10 LPA	120-124
29	Kudtarkar Nitesh Suhas	ICICI Bank	3.49 LPA	125-133
30	KUKREJA AKASH MURLIDHAR	NoBroker Technologies Pvt Ltd.	2 LPA	134-138
31	Kulkarni Anuradha Anil	METRO SERVICES	220488 Lpa	139-143
32	Kumbhar Niranjana Namdev	Coherent Market Insights	3 LPA	144-145
33	Latpate Varsha Subhash	HCL BSERV	2.5 LPA	146-166
34	Mankar Ashish Rajendra	V-TRANS (INDIA) LIMITED	2.50 CTC/annum	167
35	Markale Namrata Bhaurao	DynPro India Private Limited	3.5 LPA	168-169
36	Maskale Prashant Madhav	V-TRANS (INDIA) LIMITED	2.50 CTC/annum	170-171
37	MATE AMIT ABHIMANYU	V-TRANS (INDIA) LIMITED.	2.50 CTC/annum	172-173
38	Mate Nikhil Babu	Magarpatta City Group of Companies.	4.00-4.50 LPA	174-175
39	Mehta Monika Sureshprasad	Goel Ganga Development	5.2 LPA	176
40	Mogare Shivani Sunil	Magarpatta City Group of Companies.	4.00-4.50 LPA	177-178
41	Mokate Dhananjay Baban	Dlite Blocks Pvt. Ltd.	2.2- 3.0 LPA	179-180
42	NAGAWADE APEKSHA ARUN	New Divide Organisation HR Solution.	2.50 LPA	181
43	Nagrare Pratik Rajesh	Edelweiss Global Wealth & Asset Management as Investment Advisor.	3.5 LPA	182
44	Nalke Suraj Ravi	Dlite Blocks Pvt. Ltd.	2.2- 3.0 LPA	183-184
45	Nanda Tanvi Mahendra	Bandhan Bank	3 LPA	185-192
46	Ninawe Mrunal Kishor	Decision Databases & Value Market	3.5 LPA	193
47	Nithrudkar Manoj Ramchandra	Manyatech India	4 LPA	194
48	Pandhawale Amol Mahadev	HCL BSERV	2.5 LPA	195-214
49	Paranjape Vedant Vivek	V-TRANS (INDIA) LIMITED	2.50 CTC/annum	215-216
50	Paranjape Ishan Vikas	Citico Shared Services (India) Pvt Ltd.	3 LPA	217
51	Patil Chinmay Suresh	IDFC first bank	3.5 LPA	218-220



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52	Patil Nrusinh Pandurang	Future Generali India Life Insurance Company Limited	2-3 LPA	221
53	Patil Payal Jayant	New Divide Organisation HR Solution.	2.50 LPA	222
54	Patil Priyanka Arun	Biojobz	3 LPA	223
55	Patil Vipul Jaywant	OPPO Mobile	3.5 LPA	224
56	Patle Abhilashsingh Santosh	DHL SmarTrucking	3 LPA	225
57	Potraje Shubham Pandurang	V-TRANS (INDIA) LIMITED.	2.50 CTC/annum	226- 227
58	Ranjan Atul Arbind	ICICI Bank	3.49 LPA	228-236
59	RAYALKAR HITESH ARUNRAO	Spectrum talent management private limited.	2.7 LPA	237-239
60	Renuke Akshay Vijay	eClerx Services Ltd	3 LPA	240-244
61	Sewani Manish Gopichand	UPS Logistics P.Ltd.	2.7 LPA	245
62	Sharma Shikhar Rishikesh	Brose India Automotive Systems Pvt Ltd.	4.00 LPA	246
63	Sinha Kishankumar Sanjaykumar	Bajaj Allianz Life Insurance Co. Ltd	4 LPA	247-248
64	Solankar Rajendra Bhiva	Avenue Supermarts Ltd. (D-Mart)	3 LPA	249
65	SONKUSRE PRACHI DASHRATH	ICICI Bank	3.49 LPA	250-259
66	Sonone Sameer Uttamrao	V-TRANS (INDIA) LIMITED.	2.50 CTC/annum	260- 261
67	Sontake Gourav Govind	ICICI Bank	3.49 LPA	262-271
68	Sutar Nitin Nagnath	Kotak Mahindra Bank:	3.5 LPA	272
69	Sutar Vishal Rajendra	Karvy Stock Broking Limited	3 LPA	273
70	SWAMI SANTOSH SIDRAM	Infosys (through GTT)	2 To 2.5 LPA	274-276
71	Taksande Praful Shyamsunder	Viraj Profiles Ltd.	4 LPA	277
72	Tale Pravin Sanjay	HCL BSERV	2.5 LPA	278-297
73	Tekale Chetan Balaji	Magarpatta City Group of Companies.	4.00-4.50 LPA	298- 299
74	THAKRE AKHIL SHESHARAO	Neilsoft Engineering Services	4.5 LPA	300-304
75	Toge Yogesh Subhashrao	V-TRANS (INDIA) LIMITED.	2.50 CTC/annum	305- 306
76	Vankudre Nirmal Deepak	Kolte Patil Developers	3.50 LPA	307- 308
77	Vyawahare Ajinkya Adikrao	SILICON CARE ENTERPRISES	2.5 LPA	309
78	Wadkar Nikita Suni	METRO SERVICES	220488 Lpa	310- 313
79	Waghmare Rajshri Rajaram	MSC SERVICE CENTER INDIA PRIVATE LIMITED.	1.90 LPA	314
80	Wakde Sagar Nansaheb	ITC Limited	3 LPA	315-317
81	Yenge Lingram Govindrao	Infosys (through GTT)	2 To 2.5 LPA	318-319



SINHGAD TECHNICAL EDUCATION SOCIETY'S®

# S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

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Telefax: +91 20 2435 4036 Email : director\_sknsbm@sinhgad.edu

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82	Zine Sonali Ashok	ICICI Bank	3.49 LPA	320-328
83	Adhav Ganesh Radhu	Business		329-331
84	Shekhar Shitole	Farmer		



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Sinhgad Collage Selected Candidates List

Rinku Mishra <rinkum@gttconnect.org>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: amitb@gttconnect.in, praveenkumar@gttconnect.com

4 June 2019 at 10:22

Hello Priyanka,

As per yesterday's drive, please find attached select candidates list.

As of now total selected is 24 and some one of the candidates will confirm / join from tomorrow.

Thanks & Regards,

**Rinku Mishra** | Global Talent Track |

**Contact : 9021258947**

**Empowering the Youth Worldwide**

 **Shingad drive.xlsx**  
12K



Sr no	Name	Remarks
1	Kiran eknath ingale	Select
2	Sumit Vishwas jadhav	Select
3	Akshay D sarode	Select
4	Kiran B sakhare	Select
8	Nitin suresh Gaikwad	Select
9	Siddheshwar Pande	Select
11	Salvi Wilson	Select
12	Patil Ashwin Ashok	Select
13	Rajmane Nagnath	Select
14	Nikhil Sakhare	Select
15	Kamble Gaurav Shivaji	Select
16	Parmeshwar Deshmukh	Select
17	Mahesh Bade	Select
19	Rushikesh Deshpande	Select
20	Rahul Pandit Changale	Select
22	Yenge Lingram Govindrao	Select
23	Manoj Suresh Bathe	Select
24	Sagar Avinash Patil	Select
25	Santosh Swami	Select
26	Nikhil Yadav	Select
27	Akshay Raut	Select
28	Nikhil Gaikwad	Select
29	Yogesh Surkute	Select
30	Omkar patil	Select



SL/HR/2019

15<sup>th</sup> June 2019

Mr. Saurabh D Bagde,  
SIOM - Pune,  
Maharashtra- 411041.

**Sub: Letter of Intent for the post of Officer – Supply Chain Management (Noida)**

Dear Mr. Saurabh,

With reference to your application and subsequent interview held, we are pleased to inform you that you have been selected for the post of **Officer - Supply Chain Management**, on the remuneration and terms & conditions as mutually agreed upon.

Further, you shall be required to join us on or before **16<sup>th</sup> July 2019** at Noida. The formal appointment letter, giving all details, will be issued to you after your joining with us.

At the time of joining please submit following documents:

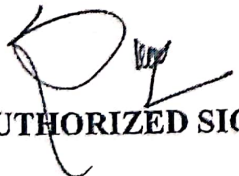
1. Photocopies of your academic record (class 10<sup>th</sup> onwards)
2. Proof of date of birth.
3. Certificate of trainings undergone/attended.
4. 3 passport size photograph
5. Photocopy of PAN card
6. Medical Report


This offer is subject to your clearing employment health check-up and antecedent verification.

We wish you all the best for your new appointment.

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

**For Subros Limited**

  
(AUTHORIZED SIGNATORY)

  
Accepted  
18/06/19

Name: Mr. Saurabh D Bagde  
Designation: Officer  
Department : Supply Chain Management  
Location : Nolda

BASIC	10000
HRA @ 50%of Basic Salary	5000
TRANSPORT ALLOWANCE	1600
UNIFORM MAINTENANCE ALLOWANCE	3000
EDUCATION ALLOWANCE	1500
SPECIAL ALLOWANCE	4000
PERSONAL PAY	1910
ADDITIONAL PERSONAL PAY	1000

TOTAL 28010

QUARTERLY PAYMENTS

MED 625

ANNUAL PAYMENTS

LTA 833

OTHERS(Payment schedule is as per notes below)

Performance Incentive (@ V.Good Performance) 2667

TERMINAL BENEFITS

PF(@12% of 15000) 1800

GRAND TOTAL 33935

ANNUAL SALARY (IN LACS) 4.07

1.Payment of Performance Incentive (PI) is subject to completion of Annual Appraisals ( Financial year basis ) and will be paid to the employees being on rolls at the time of payment.Partial payment of PI @ 20% on "Good" rating will be made quarterly and will be adjusted as per annual performance rating.

2. Special Allowance, Personal Pay, Additional Personal Pay is subject to adjustments within the salary structure based on changes in structure of allowances, if any.

Please note that your compensation package is confidential between you and the company. You are strictly advise not divulge / discuss with anyone except your Functional / HR Head for any clarification, if required

*S. Bagde*

Accepted  
18/06/19



# MSC SERVICE CENTER INDIA PRIVATE LIMITED

Regd. Office :- Kosmo One, Tower B, 6th Floor, No. 14, 3rd Main Road, Ambattur Industrial Estate,  
Ambattur, Chennai - 600 058. India. Tel : +91 44 71013450, Website : www.msc.com CIN : U74900TN2015FTC101541



07/05/2019

To,

**Ms. Balani Poonam Nimishbhai**  
4, Sarvoday Nagar, Near Moti Tanki chowk,  
Rajkot,  
Gujarat - 360001.

**Dear Ms. Balani Poonam Nimishbhai,**

We are pleased to offer you an Appointment Offer with our Company as **Assistant Executive** at our **Pune** office in **Grade ED-A1** on the terms and conditions as discussed with you.

Our formal Appointment letter will be issued to you on your joining the Company.

We expect you to join us on **21/05/2019**.

Your employment offer is subject to **Medical examination** and issuance of satisfactory report by the Company's Doctor.

We look forward for a long and fruitful association with you.

Kindly sign and share the duplicate copy of this letter in token of your acceptance of the offer.

Thanking you,

For **MSC SERVICE CENTER INDIA PRIVATE LIMITED**

A handwritten signature in blue ink, appearing to be 'B. Suresh Kumar', written over a horizontal line.

**B. SURESH KUMAR**  
**MANAGING DIRECTOR**

Accepted and Signed by Balani Poonam Nimishbhai:

A handwritten signature in blue ink, appearing to be 'Balani Poonam Nimishbhai', written over a horizontal line.

Dated: 9/5/2019



PRIVATE AND CONFIDENTIAL

**Reference No. – 1328875616**

**Applicant ID - 3580294**

13-May-2019

Akshay Bhadane.

Dear Akshay,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. – 1328875616**

**Applicant ID - 3580294**

13-May-2019

Akshay Bhadane

Dear

Akshay,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at Ahamadnagar – Manmad Road.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

**Reference No. - 1328875616**

Akshay Bhadane.

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1328875616**

Akshay Bhadane.

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1328875616**

- Akshay Bhadane
- **General:**
  - Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

**Reference No. - 1328875616**

Akshay Bhadane

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1328875616**

Akshay Bhadane

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant



### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Akshay Bhadane.

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 13-May-2019



PRIVATE AND CONFIDENTIAL

**Reference No. – 1372982810**

**Applicant ID - 4801294**

13-May-2019

Adesh Bhalerao

Dear Adesh,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. – 1372982810**

**Applicant ID - 4801294**

13-May-2019

Adesh Bhalerao

Dear

Adesh,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at Nagpur – Chhatrapati Square.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

**Reference No. - 1372982810**

Adesh Bhalerao

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1372982810**

Adesh Bhalerao

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

: 4:

**Reference No. - 1372982810**

- Adesh Bhalerao
- **General:**
  - Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

**Reference No. - 1372982810**

Adesh Bhalerao

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.



**Reference No. - 1372982810**

Adesh Bhalerao

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Adesh Bhalerao.

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 13-May-2019



PRIVATE AND CONFIDENTIAL

**Reference No. – 1465987698**

**Applicant ID - 8230893**

13-May-2019

Shubham Bilgaiye

Dear Shubham,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. – 1465987698**

**Applicant ID - 8230893**

13-May-2019

Shubham Bilgaiye

Dear

Shubham,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at PUNE – Bhandarkar Road

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

**Reference No. - 1465987698**

Shubham Bilgaiye

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1465987698**

Shubham Bilgaiye

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
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: 4:

**Reference No. - 1465987698**

- Shubham Bilgaiye
- **General:**
  - Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
  - You will be bound by the Rules and Regulations of the Bank.
  - You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant



**Reference No. - 1465987698**

Shubham Bilgaiye

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1465987698**

Shubham Bilgaiye

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Shubham Bilgaiye

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 13-May-2019

Date: 31/2019

To,  
Lina Suresh Bodane  
SMT Kaashibai Navale Sinhgad School of Business Management, Pune

Sub: Letter of Intent

Dear Lina,

Further to the recruitment process held for your campus, we are pleased to confirm your selection in our company. After joining you will be on probation for a period of six months or such extended period as may be decided by the Company.

You shall be required to join the Company tentatively during the period of May 2019 to October 2019. Your actual date of joining, place of work, job title & induction plan will be communicated to you at least 15 days before your joining through your placement coordinator. The discretion on your placement /place of work i.e. metro or non-metro will be with the Company. A formal offer cum appointment letter mentioning terms and conditions of the employment will be provided on your joining. Please note that your selection is subject to successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time and is not your appointment letter. You are further informed that your selection will be cancelled and this letter of intent will stand withdrawn if you fail to full fill the criteria stated above.

You agree to keep in confidence and not to disclose or use for your own benefit, or for the benefit of any third party any information, documents or materials that are provided to you and are reasonably considered confidential.

Fixed Pay structure that we offer to our employees joining through campus are enclosed herewith in Annexure 1 for metro and for non-metro locations. Employees working in following locations are considered as working in Metro location viz: - Mumbai, Delhi / NCR, Bangalore, Chennai, Ahmedabad, Pune, Kolkata, Indore, Hyderabad. Rest all locations are non-metro locations.

For any further queries you may get in touch with your Regional HR Manager Sourabh Kumar at 9923004437


Please acknowledge the Letter of Intent by accepting a copy of this letter for our official records.

Yours Truly,  
For ICICI Securities Ltd



Sourabh Kumar

Regional Manager- Human Resources

Accepted  


Member of National Stock Exchange of India Ltd & Bombay Stock Exchange Ltd.  
Capital Market : NSE Regn. No. INB 230773037, BSE Regn. No. INB 011286854  
Futures & Options : NSE Regn. No. INF 230773037, BSE Regn. No. INF 0101/3035  
Currency Derivatives : NSE Regn. No. INE 230773037  
CIN No.: U67120MH1995PLC086241

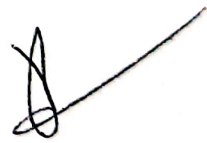
**ICICI Securities Limited**  
**Registered Office (Institutional):**  
ICICI Centre, H. T. Parekh Marg,  
Churchgate, Mumbai 400 020, India.  
Tel (91 22) 2288 2460/70  
Fax (91 22) 2288 2445

**Corporate Office (Retail):**  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C., Turbhe, Navi Mumbai - 400 705  
Tel (91 22) 4070 1000  
Fax (91 22) 4070 1022

Name of Compliance Officer (Broking Operations) : Ms. Mamta Jayaram Shetty  
Email Address: complianceofficer@icicisecurities.com / Tel (91 22) 4070 1000  
Website Address: www.icicisecurities.com / www.icicidirect.com



Metro		
Remuneration Details		
Components	Monthly	Annually
Basic	11,667	140,000
HRA	5,833	70,000
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,431	29,168
Personal Pay	9,153	109,833
	31,934.	383,200
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,400	16,800
<b>Total Fixed Pay</b>	<b>33,334</b>	<b>400,000</b>
<b>Additional Benefits</b>		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		



Accepted  
in

## Non- Metro

### REMUNERATION DETAILS

Components	Monthly	Annually
Basic	10,208	122,500
HRA	5,104	61,250
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,127	25,520
Personal Pay	7,653	91,830
	27,942	335,300
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,225	14,700
<b>Total Fixed Pay</b>	<b>29,167</b>	<b>350,000</b>
<b>Additional Benefits</b>		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		

Accepted  
ms



# McCain Foods India Pvt. Ltd.

Ground Floor, The Crescent by The Qutub, Lado Sarai, New Delhi – 110 030  
Tel: +91 – 11 – 46699000, Fax: +91 – 11 - 26527196

Date: February 23, 2022

To,  
**Mr. Nishit Kumar Choudhary**  
Singhia Mukundpur,  
Naugachia, Bhagalpur,  
Bihar-853204

## Offer Letter

Dear Nishit,

We are pleased to offer you employment with McCain Foods India Pvt. Ltd. ("McCain"). The position will be titled as **Business Development Executive – Patna in Retail Sales**, on the terms and conditions described in this offer letter ("Agreement"). In the following pages and attachments, we will outline all of the terms and conditions of your employment with us in detail. We are thrilled that you are joining us and to begin we would like to advise you of the following summary of highlights of this offer. For full details, please see the following pages and attachments to this document:

	Salary Components	Monthly	Annual CTC
Monthly Payout	Basic	39049	468584
	HRA	19524	234292
	Convey. Allowance	3905	46858
	Medical Allowance	3905	46858
	Leave Travel Allowance	7810	93717
	Supplementary Allowance	3905	46858
	<b>Total - A (Base Pay )</b>	<b>78097</b>	<b>937169</b>
Benefits	Employer PF Contri. @12%	4686	56230
	National Pension Scheme @10%	3905	46858
	Gratuity Contribution	1878	22539
	Annual Leave days		18 days
	Employee Extended Health Benefits	Group Mediclaim insurance, Group Personal Accidental Insurance, Group Term Life Insurance Applicable as per company policy.	
	<b>Total - B (Benefits)</b>		<b>125627</b>
Annual Payout	Ex-gratia		6000
	ISIP (Sales Incentive Plan, max)		171204
	<b>Total - C (Annual Payout)</b>		<b>177204</b>
	<b>Total Annual Cost to the Company</b>		<b>1240000</b>

We believe trust this offer will be in keeping with our previous discussions. Please consult the full Agreement below for all of the specifics. Again, we look very forward to you joining our team and know that you will have a long and rewarding career with McCain. Welcome!

Kind regards,

For McCain Foods India Pvt. Ltd.

**Debadatta Baxi**  
(Regional HR Director - IKSEAT)





# McCain Foods India Pvt. Ltd.

Ground Floor, The Crescent by The Qutub, Lado Sarai, New Delhi – 110 030  
Tel: +91 – 11 – 46699000, Fax: +91 – 11 - 26527196

## Offer of Employment:

We are pleased to offer you employment with McCain Foods India Pvt. Ltd. ("McCain") in the position of **Business Development Executive – Patna in Sales**. During your interview we discussed the key deliverables and responsibilities of this position. As our business continues to evolve, your job description may be amended and your position may change during the course of your employment.

This offer of employment is conditional upon several standard processes, including:

- Satisfactory reference checks;
- Receipt by McCain of a signed copy of this Agreement, acknowledgement of the Confidentiality and Intellectual Property Agreement attached as Schedule "C" and of the McCain Code of Conduct attached as Schedule "D";
- Prompt receipt by McCain of the signed Offer Letter, within 07 days of it being provided to you;

You will report directly to **Area Sales Manager - East** and you will be presently based out of **Patna City**. However, you will be required to frequently travel in this role, both domestically and internationally. Your hours will be as communicated by your supervisor. You will also be expected to devote any additional time that is required to respond to business needs and to enable performance of all responsibilities required of your position. You will not be entitled to overtime pay for any such additional hours worked, as this has already been taken into account when determining your remuneration.

You are advised to report at our **Patna Office** no later than your start date **April 1, 2022**

In addition to the policies and customs of McCain, the following terms and conditions apply to this Agreement:

## REMUNERATION:

Your gross annual salary will be the amount set out in Schedule "A" ("Base Salary"), payable monthly, in arrears at the time McCain customarily pays its employees in India.

McCain will deduct income tax and other statutory taxes from your Base Salary at source as applicable. McCain will make all applicable statutory or authorized deductions from any monies paid to you in the course of employment. You will be responsible for submitting appropriate taxes applicable to you.

As you are aware, salary particulars are personal and confidential between you and McCain and you will only disclose these to statutory authorities, your financial advisor, bank contacts, accountant, spouse and as required by law or for other appropriate purpose.

Your salary and performance will be reviewed annually. Base Salary increases will be in the sole discretion of McCain, based on McCain's salary review guidelines and policies, McCain's financial performance and your performance. Your supervisor is responsible for setting the Key Performance Indicators ("KPIs") for this role with you and for assessing your performance against these KPIs.

## INCENTIVE/BONUS:

You are eligible to participate in the **India Sales Incentive Plan ("ISIP")** in accordance with the description attached as Schedule "B" to this Agreement. Nothing in this Agreement will prevent McCain from amending or terminating any incentive program from time to time, as it deems appropriate. Any payment by McCain under the STIP will be subject to applicable income and other taxes or all federal, state and local required withholdings as applicable. Any possible STIP payout will not be considered a fixed compensation component, which means that you cannot claim any right or entitlement on past STIP payout in the future. STIP payments will be made following audit and verification of McCain's financial results.

We wish to emphasize that the terms of the incentive arrangement, including your various targets and the amount of the target pay out, may be altered each year, and any payment in one year is no guarantee of a payment in subsequent years.

## PROBATION:

As is customary, there will be an initial probationary period of **six (6) Months** during which we will both have the opportunity to assess whether we wish to continue the employment relationship. Your evaluation will be conducted by the key persons who work with you during the probationary period, if deemed necessary, upon notice in writing to you, the probationary period may be extended at the sole discretion of McCain.

If McCain terminates your employment during the probationary period, you will not be provided notice or payment, other than as required by applicable law.

If you successfully complete the probationary period, then the termination provisions of this Agreement will apply to any subsequent departure from McCain.

## TERMINATION:

In keeping with local employment practices, if your employment is terminated by McCain on a without cause basis after completing of the probationary period, you will be provided with one (01) months' notice, or at McCain's sole discretion, Base Salary in lieu of such notice ("the payment period"). If working notice is not provided and if McCain pays you the amount in lieu of working notice, then the payment will be guaranteed and paid as a lump sum payment within ten (10) business days following termination. If working notice is provided, then McCain reserves the right to direct you not to complete the working notice in which case it will pay to you the outstanding amount owed to the expiry of the payment period in lieu of requiring you to work for the entire working notice period.

You will be paid your salary earned to the date of termination, any eligible outstanding expenses incurred to the date of termination, plus any vacation pay which is accrued and owed to you maximum upto 45 days.



# McCain Foods India Pvt. Ltd.

Ground Floor, The Crescent by The Qutub, Lado Sarai, New Delhi – 110 030  
Tel: +91 – 11 – 46699000, Fax: +91 – 11 - 26527196

If there are any obligations, which are required under the applicable employment standards legislation, which require additional payments or benefits not specifically identified in this section, then we will comply with those statutory obligations. However, any monies to be paid as statutory notice or termination pay or severance pay are deemed included in the monies referred to in the first and second paragraphs of this Termination Section.

No other monies or entitlements will be paid or provided upon termination except as expressly described in this "Termination" section.

You agree that McCain will not take into account any service with your present or former employers for any reason, including to calculating the length of service for any subsequent severance payment in the event your employment with McCain is terminated.

In case you wish to resign your employment with McCain, you are required to provide **two (2) months' prior notice** in writing. If you fail to give notice, McCain will have the right to withhold monies due to you with a maximum amount equal to the ordinary time rate of pay for the period of notice not given.

On request, and in any event, on termination of your employment for any reason. You are required to return to McCain all of McCain's property including, but not limited to, any car, mobile, laptop, credit cards, security pass, all keys, computer hard and software including USB sticks, discs and all documents in whatever form, (including notes and minutes of meetings, customer lists, address books, plans, projections), together with all copies, (irrespective of by whom and in what circumstances such copies were made), which are in your possession or under your control.

If your employment with McCain is terminated at your initiative within two years of taking up this appointment, any amount paid or reimbursed as joining, notice pay, travelling or relocation assistance must be repaid on the following basis:

Period between joining and resignation	Percentage of amount to be repaid
0-12 months	100%
13-24 months	75%

You agree that these terms are fair and reasonable and that you had an opportunity to review these termination provisions and obtain independent legal advice. You agree that the notice or pay in lieu of notice specified in this Agreement is inclusive of the statutory notice and of any other legal notice and that this specified notice or pay in lieu thereof fully satisfies McCain's obligations in respect of the termination of your employment. You agree that will have no claims or action or cause of action against McCain, its parent or affiliates, and their respective officers, directors, partners or employees with respect to any matters arising from your employment or the termination of your employment, either statutory or at common law and including for notice, statutory severance, wrongful dismissal payments, benefits continuation or reinstatement. Nothing precludes you from seeking to enforce the express terms of this Termination section, following termination.

### TERMINATION FOR CAUSE:

McCain may terminate your employment immediately, for just cause, without notice or payment to you of any compensation whatsoever. Grounds for termination for just cause include, but are not limited to:

- Serious misconduct, including but not limited, to dishonesty, theft, misrepresentation, conviction of any offence, breach of McCain Code of Conduct, McCain policies or applicable laws, and refusal to obey any reasonable instruction of your supervisor or McCain;
- Furnishing of incorrect facts during the application/review process upon which McCain has relied in offering you employment;
- Abandonment of employment, evidence for which shall be absence without a reason acceptable to the employer, for a period of seven (7) working days (i.e. seven (7) consecutive days on which the employee was expected to work);
- Becoming medically and / or mentally unfit to perform the duties of your position; and
- Unsatisfactory performance or conduct.

### BENEFITS:

You are entitled to participate in the employee health and benefit plans generally offered to McCain employees employed at this level, in accordance with the terms of the governing plans. Specifically, you will be entitled to the benefits as set out in Schedule "A". Any further information will be provided to you upon request. McCain may alter any terms of the benefit plans or the carriers in its sole discretion.

### LEAVE:

You are entitled to applicable statutory holidays and to annual leave as set out in Schedule "A", as per McCain's applicable leave policy and any other rules enforced by McCain from time to time. Vacation pay will accrue at the rate prescribed by applicable law. The annual salary paid to you will cover any work done on these or any substituted days.

In your first and last year of employment, vacation time and pay is pro-rated based on the time actually worked in those years.

### CODE OF CONDUCT:

McCain is committed to the highest standards of integrity as outlined in our Code of Conduct. Good ethics are also good business. You have been provided with the McCain Code of Conduct booklet that outlines standards of behavior and certain legal obligations that apply to all McCain employees. Attached to this Agreement as Schedule "D" is the Certificate of Acknowledgement of the Code of Conduct. We ask that you sign this certificate, confirming that you have received, read and understood the content of the Code of Conduct and that you understand that you must comply with the McCain Code of Conduct.



# McCain Foods India Pvt. Ltd.

Ground Floor, The Crescent by The Qutub, Lado Sarai, New Delhi – 110 030  
Tel: +91 – 11 – 46699000, Fax: +91 – 11 - 26527196

## PRIVACY:

At McCain we are also committed to ensuring your personal privacy while meeting our obligations to our partners such as approved legislative bodies and third parties who supply benefits and services to both McCain and you as an employee of McCain. By signing the Agreement, you recognize that McCain will collect, use and retain such personal information about you, which is necessary to manage and administer the employment relationship, and you consent to such collection use and retention of the personal information. McCain may transfer your personal information to its parent or affiliates including to affiliates outside India or to third party agents who provide services on McCain's behalf (such as payroll service, benefit providers, website provider) where it is necessary that the service provider has the personal information in order to perform the services. Should there be a corporate restructuring, you agree that if your employment is continued with a related entity, the personal information collected and used by McCain can be transferred to the new employer.

## MISCELLANEOUS:

You agree to abide by all McCain policies and procedures in place at any given time as well as those introduced and/or amended by management from time to time. McCain will publicize and explain where necessary the policies existing in the workplace, as well as those introduced or amended from time to time.

All notices, requests, demands and other communications required or permitted under this Agreement will be in writing and in English and will be deemed to have been duly given if delivered by hand to the applicable address set forth above or at such other address as each party shall designate in writing.

## RETIREMENT:

Unless otherwise required in applicable laws, you will retire on attaining the age of 60 years, which is the age of superannuation in McCain.

## SEVERABILITY:

If any provision of this Agreement is adjudicated to be invalid or unenforceable in any jurisdiction, that invalidity or unenforceability will not affect any other provision and the term or part adjudicated to be unenforceable or invalid will be severed from the terms described above.

## SURVIVAL:

In the event that your employment is terminated for any reason, including with or without cause, the sections that are intended by their terms or sense to survive and any other section necessary for the enforcement of the terms of employment described in this Agreement shall survive and continue in full force and effect. The Confidentiality and Intellectual Property Agreement continues in full force and effect following the termination of this Agreement and your employment with McCain.

## ENTIRE AGREEMENT:

The terms described in this Agreement, including the Schedules attached to this Agreement, will constitute the entire agreement between you and McCain. They supersede any prior agreement or understanding, oral or written, you may have with McCain. Except for any written termination provisions, which may only be amended if you agree, in writing, McCain may alter, amend, or terminate any term of employment, upon providing to you that minimum period of working notice specified under the applicable employment standards legislation.

## GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of India and the parties hereby submit to the non-exclusive jurisdiction of the courts of India.

You have the opportunity to review these terms of employment with legal counsel, at your own expense. We encourage you to do so.

If you are agreeable to the previously mentioned terms and conditions, please sign a copy of this Agreement confirming your acceptance and return. The formal appointment letter will be issued after we receive your acceptance.

We are very pleased and excited that you will join us. We look forward to working with you.

Sincerely,

For McCain Foods India Pvt. Ltd.

**Debadatta Baxi**  
**((Regional HR Director - IKSEAT))**

-----  
Date:

-----  
Signature of **Nishit Kumar**



# McCain Foods India Pvt. Ltd.

Ground Floor, The Crescent by The Qutub, Lado Sarai, New Delhi – 110 030  
Tel: +91 – 11 – 46699000, Fax: +91 – 11 - 26527196

## Schedule “A”

	Salary Components	Monthly	Annual CTC
Monthly Payout	Basic	39049	468584
	HRA	19524	234292
	Convey. Allowance	3905	46858
	Medical Allowance	3905	46858
	Leave Travel Allowance	7810	93717
	Supplementary Allowance	3905	46858
	<b>Total - A (Base Pay )</b>	<b>78097</b>	<b>937169</b>
Benefits	Employer PF Contri. @12%	4686	56230
	National Pension Scheme @10%	3905	46858
	Gratuity Contribution	1878	22539
	Annual Leave days		18 days
	Employee Extended Health Benefits	Group Mediclaim insurance, Group Personal Accidental Insurance, Group Term Life Insurance Applicable as per company policy.	
	<b>Total - B (Benefits)</b>		<b>125627</b>
Annual Payout	Ex-gratia		6000
	ISIP (Sales Incentive Plan, max) (14%)		171204
	<b>Total - C (Annual Payout)</b>		<b>177204</b>
	<b>Total Annual Cost to the Company</b>		<b>1240000</b>

*Debaraj Prasad*

**Authorised Signatory**

**Note:** .....

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.
- LTA can be split on flexible basis for tax efficiency.
- Gratuity will be applicable as per The Payment of Gratuity Act, 1972.

## Welcome Letter

12 March 2019 at 11:31

aarti.sachdeva <aarti.sachdeva@vivoglobal.com>  
To: chogulemukesh171 <chogulemukesh171@gmail.com>  
Cc: Soumya Bakshi <soumya.bakshi@vivoglobal.com>, "som.hu" <som.hu@vivopune.co.in>, "li.xiaolong" <li.xiaolong@vivopune.co.in>, "usama.sayyed" <usama.sayyed@vivopune.co.in>, "directorpc.placement" <directorpc.placement@sinhgad.edu>

Dear **Mukesh**,

Further to our discussions, we are pleased to make an offer for employment as **Management trainee** on the payroll of **Hisoa Electronic Pvt Ltd (VIVO)**. You will be on probation for 6 months.

Your annual compensation, calculated on a cost to company basis would be **3,10,266 INR /- PA**. A detailed letter of employment will be issued on your joining.

We expect you to join as early as possible as but not later than **06 June 2019** beyond this date the offer will automatically stand withdrawn. Time: 9:30 am

**You will join us at the said address. Hisoa Electronic Private Limited (VIVO Camera & Music), Shop No 456, 2nd Floor Suyog Platinum Tower, Naylor Road Pune-411001.**

Kindly confirm your acceptance within 24 hours of receipt of offer letter and to the undersigned.

As a part of your acceptance of the offer, you are requested to adhere to the joining instructions given below. It will help us to ensure your on boarding is smooth and pleasant.

Please bring the following documents **Xerox and Original** on the date of joining:

1. Photocopy of Birth Certificate / S.S.C. Certificate / School Leaving Certificate
2. Photocopy of final year mark sheet
3. Photocopy of Degree / Post Graduate Degree passing certificate
4. 2 Photocopies of all pages of Passport
5. Any other residence proof copy for bank account opening if not passport
6. 2 Photocopies of PAN / Acknowledgement of PAN Application & Aadhar Card Compulsory
7. 3 coloured photographs (ID Card size)
8. Bank Passbook Copy/Cancelled Cheque

We welcome you to the Organization and look forward to a long and mutually beneficial approach.

<b>Name of Employee</b>	Mukesh Dadasaheb Chougule
<b>Date of Joining</b>	06-06-2019
<b>Designation</b>	Management Trainee
<b>Cluster</b>	Pune

Components	Monthly Break up	CTC Break Annually
Basic (50% of TTL CTC)	12928	155136
HRA (30% of Basic CTC)	3878	46536
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Leave Travel Allowance	1667	20004
Supplementary Allowance	2982	35784
	<b>24305</b>	<b>291660</b>
Provident Fund @ 12%	1551	18612
ESI @ 1.75%	0	0
P Tax	200	2400
Total Retirals	1751	21012
Net	<b>22554</b>	<b>270648</b>
Provident Fund @ 12%	1551	18612
ESI @ 4.75%	0	0
Total Cost to Company	<b>25856</b>	<b>310266</b>

[Quoted text hidden]



Director CPC Placement <directorcpc.placement@sinhgad.edu>

### Sinhgad Collage Selected Candidates List

Rinku Mishra <rinkum@gttconnect.org>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: amitb@gttconnect.in, praveenkumar@gttconnect.com

4 June 2019 at 10:22

Hello Priyanka,

As per yesterday's drive, please find attached select candidates list.


As of now total selected is 24 and some one of the candidates will confirm / join from tomorrow.

Thanks & Regards,

**Rinku Mishra** | Global Talent Track |

**Contact : 9021258947**

**Empowering the Youth Worldwide**

 **Shingad drive.xlsx**  
12K



Sr no	Name	Remarks
1	Kiran eknath ingale	Select
2	Sumit Vishwas jadhav	Select
3	Akshay D sarode	Select
4	Kiran B sakhare	Select
8	Nitin suresh Gaikwad	Select
9	Siddheshwar Pande	Select
11	Salvi Wilson	Select
12	Patil Ashwin Ashok	Select
13	Rajmane Nagnath	Select
14	Nikhil Sakhare	Select
15	Kamble Gaurav Shivaji	Select
16	Parmeshwar Deshmukh	Select
17	Mahesh Bade	Select
19	Rushikesh Deshpande	Select
20	Rahul Pandit Changale	Select
22	Yenge Lingram Govindrao	Select
23	Manoj Suresh Bathe	Select
24	Sagar Avinash Patil	Select
25	Santosh Swami	Select
26	Nikhil Yadav	Select
27	Akshay Raut	Select
28	Nikhil Gaikwad	Select
29	Yogesh Surkute	Select
30	Omkar patil	Select





**Note 1:**

\* Excluding taxes (Professional Tax, Income Tax, etc.)

\*\* Gratuity is payable to employee on completion of 5 years' service as per Payment of Gratuity Act, 1972

**Note 2:**

Our monthly payroll cycle is from 1st to last day of every month

You are asked to report for duty at the following address: *Neeeyamo Enterprise Solutions, 1st floor, IT 5*

*building, M/S Flagship Infrastructure Pvt Ltd, SEZ, Survey no. 154/6, Rajiv Gandhi InfoTech Park,*

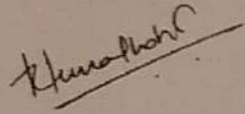
*Hinjewadi, Phase 1, Pune-411057.*

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter no later than (Offer Date + 2 calendar days), post which the offer stands null & void.

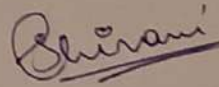
We count on you to take Neeeyamo to greater heights. Wish you the very best!

Warm Regards

For **Neeeyamo Enterprise Solutions Pvt. Ltd.**



Rupinder Kaur  
Associate Director | Neeeyamo Enterprise Solutions



## Annexure

Annexure 1: List of documents copies you need to produce on Day 1

1. Current Resume
2. Class X Mark Sheet & Certificate
3. Class XII Mark Sheet & Certificate
4. UG, PG, Other: Mark Sheets & Certificates
5. Professional Qualification: Certificate
6. Relieving Letter or Experience Certificate
7. Salary Slip from the Last Organization
8. 4 Passport Size Photographs on white background
9. Form 16/ Salary Certificate from the Last Organization
10. Passport Photocopy
11. PAN Card Photocopy
12. Address Proof (Voters ID/ Driving License/ Aadhar Card, etc.)
13. Signed Copy of the Offer Letter
14. Recent VISA (for NRi employee only)

February 18, 2019

Dear Shivani D,

**SUB: Offer Letter**

Congratulations! With reference to your interview, we are pleased to offer you the position as **Service Delivery Partner, Payroll** at our Pune office. You will be on probation for a period of 2 months from the date of joining. You will be confirmed, on successful completion of probation.

Breakup of your compensation package is provided herewith. This structure will be applicable on you completing your education & submitting proof of the same. Till such time you will be paid a stipend of Rs. 10,000 per month subject to statutory deductions as applicable from time to time.

As discussed we would like you to join our company on February 18, 2019 at 10:30 AM unless otherwise agreed to in writing or else the offer will be null and void. Your gross emoluments will be Rs.350000 per annum (CTC). You will be issued a detailed appointment letter upon completion of your education.

	Per Month	Per Annum
<b>General components</b>		
Basic	Rs. 10208	Rs. 122500
House Rent Allowance	Rs. 5104	Rs. 61250
Special Allowance	Rs. 8946	Rs. 107358
Food Coupon	Rs. 2200	Rs. 26400
<b>Total Gross Salary</b>	<b>Rs. 26458</b>	<b>Rs. 317508</b>
<b>Employer Contribution</b>		
Provident Fund	Rs. 1800	Rs. 21600
Gratuity **	Rs. 491	Rs. 5892
<b>Total Employer Contribution</b>	<b>Rs. 2291</b>	<b>Rs. 27492</b>
<b>Annuals</b>		
Insurance Premium		Rs. 5000
<b>Annual Cost to Company (CTC)</b>		<b>Rs. 350000</b>
<b>Total CTC</b>		<b>Rs. 350000</b>
<b>Employee Deductions</b>		
Provident Fund	Rs. 1800	Rs. 21600
<b>Total Net Salary *</b>		<b>Rs. 24659</b>
<b>Coverage</b>		
Health Insurance		Rs. 200000
Accidental Insurance		Rs. 250000

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Date: July 25, 2019**

**Private & Confidential**

**Rishikesh Ganesh Deshpande.**

**Ravivar Peth karad .  
satara,  
Maharashtra,  
India - 415105**

**Document ID – bdc4e104-9be7-5607-b866-95472dc8623c**

**Dear Rishikesh ,**

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCLTech” or “Company”)** as **Analyst**. You are required to report on April 19, 2023 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, PuneSEZ- Mekong 3F-7F,EmbassyTechZone-SS.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- sagardo@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

1

SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Colmbatore : Module I-3, 2nd Floor, Tidel Park Colmbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- **Probation** - You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.

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- **Performance and Compensation Reviews** - Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your annual performance appraisal and compensation review will be initiated on completion of your anniversary (12 months from date of joining HCLTech) and subsequently compensation review will be aligned and effected from the first day of the subsequent quarter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**
- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- **Employment of Relatives-** At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

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SIGNATURE OF EMPLOYEE

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- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

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- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers

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SIGNATURE OF EMPLOYEE



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- Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

**Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.**

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

**For Statestreet HCL Services**

**Amrita Das**  
DEBASIS SARKAR  
SENIOR VICE PRESIDENT

**This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.**

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SIGNATURE OF EMPLOYEE

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## **DECLARATION**

I, Rishikesh Deshpande., hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCLTech will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

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### Annexure II

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCLTech

S.No.	Particulars (To be submitted to the Recruiter)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required

#### Additional documents (To be submitted on request)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

#### Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

#### List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)

S. No	Document Name
-------	---------------

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1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 <sup>th</sup> Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings are will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCLTech Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCLTech Onboarding team within 7 days of your date of joining, either in person or through courier.

### **Location of HCLTech Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).

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### Annexure III

#### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

**BASIC SALARY** The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**House Rent Allowance (HRA)** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**Food Wallet** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

**Compensatory Allowance** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**Medical Insurance** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer- sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**  
*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*  
The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.  
\*The percentage and amount is in compliance with the current PF Act.

### Gratuity

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As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

### ANNEXURE IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

#### 1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.



CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

## 2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as “**Prior Inventions**”), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as “**Inventions**”), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are

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protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws

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of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, “Similar Services” means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

### 7. **General Provisions Regarding Covenants**

**Extension of Covenants:** If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

**Attachment Read, Understood and Fair:** I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

**Rishikesh Ganesh Deshpande,**

**July 25, 2019**

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of*

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SIGNATURE OF EMPLOYEE

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*taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

1/15/24, 2:37 PM

Sinhgad Technical Education Society Mail - Sinhgad Management Institutes List - RE/MAX V21 Realty Plus



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Sinhgad Management Institutes List - RE/MAX V21 Realty Plus

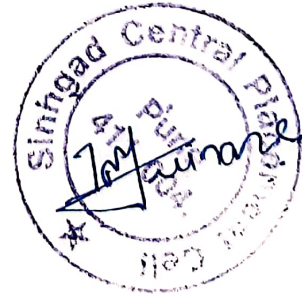
Aniket Kadam <aniket.kadam@v21realtyplus.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

26 April 2019 at 16:38

Hi Sir / Mam,

We would like to inform you following students are selected from today's interview process -

Nikhil Rajendra Dhawale Joining - 1 May 2019  
Sachin Bhausahab Jadhav Joining - 13 May 2019.  
[Quoted text hidden]



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1631874610161502910&simpl=msg-f:1631874610161502910> 1/1



**Offer : BUSINESS PROCESS OUTSOURCING SERVICES.**  
**Ref : TCSL/297701/TCS - Pune/BPO/BT**

**Date: 22-Jun-2015**

Dear Sooraj Galkwad,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring career opportunities with Tata Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer as Trainee BPO for a period of 12 months.

During this period you will be paid a stipend of Rs. 11250.00/- per month.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of TCSL. You may hand over your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per Company policy.

**TATA CONSULTANCY SERVICES**



**ANNEXURE 1**

**For the candidate to complete:**

This is to confirm that I have received the Provisional Letter of Offer Ref No \_\_\_\_\_ on \_\_\_\_\_, I hereby accept this Offer and intend to join service on \_\_\_\_\_.

Signature:

Name:

Date:



# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark - Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalpuram Road, Navalur Village and Panchayat, Thirupur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai - 603 103, India

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Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Vande, Pune - 411 008, India.

Registered Office : 808, Siddharth, 96, Mahru Place, New Delhi - 110 019, India.

Date: July 23, 2019

## Private & Confidential

Uttara Ajay Ghate

Gajanan peth, opp state bank colony no.02, lahan u  
maharashtra , 444005,  
Akola,  
Maharashtra,  
India - 444005

Document ID - be8f5048-8a4c-4eb0-9d05-b43deb23b8f1

Dear Uttara,

- With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are required to report on July 31, 2019 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Obsolete-Pune, Incubation Center, Magarpat.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

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SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

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Chengalpattu Taluk, Kancheepuram Dist.  
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Survey No. 144 & 145, Samrat Ashoka Path,  
Opposite to Airport Road, Vaswada, Pune - 411 008, India.

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unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.

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SIGNATURE OF EMPLOYEE:

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**HCL**



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# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC229698

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Registered Office : 808, Siddharth, 98, Nehru Place, New Delhi - 110 019, India.

- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure A to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- Your growth in terms of role, compensation etc., in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and affected from the first day of the subsequent quarter thereafter. **Probation period & Performance Appraisal / Compensation**

3

SIGNATURE OF EMPLOYEE:



# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC229698

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**Review shall be deemed to be changed with the change in position / process / function.**

- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- You will be required to declare at the time of joining any direct relatives who may be working with HCL or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. During your employment with **State Street HCL Services (India) Private Limited**, if any of your direct relatives are offered by HCL or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the **State Street HCL Services (India) Private Limited** employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy
- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

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SIGNATURE OF EMPLOYEE:

*Handwritten signature and date:*  
24/08/2018  
HCL  
State  
Kanchipuram

# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

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Registered Office : 808, Siddharth, 96, Mehru Place, New Delhi - 110 019, India.

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.
- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

5

SIGNATURE OF EMPLOYEE:

HCL  
8107/80/177

RECEIVED

# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Block 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruppur Panchayat Union, Chengalpattur, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module 1-3, 2nd Floor, Tidal Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sarvati Ashoka Path, Opposite to Airport Road, Vengalwad, Pune – 411 006, India.  
Registered Office : 808, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune(A008)**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for 7 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 55 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers
  - Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

6

SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark -Special Economic Zone, Upper Ground Floor  
of Block 3, No.33, Old Mahabalipuram Road,  
Navalur Village and Panchayat, Thirupur Panchayat Union,  
Chengalpeta Taluk, Kancheepuram Dist.  
Chennai - 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL),  
Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7,  
Survey No. 144 & 145, Samrat Ashoka Path,  
Opposite to Airport Road, Verwada, Pune - 411 006, India.

Registered Office : 808, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

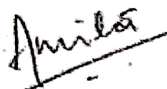
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For Statestreet HCL Services



Amrita Das

Vice President, Head-Global Rewards

7

SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

## Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark - Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupur Panchayat Union, Chengalppet Taluk, Kanchipuram Dist. Chennai - 603 103, India

Worksite Coimbatore : Module 1-3, 2nd Floor, Tidal Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Vande, Pune - 411 006, India.

Registered Office : 808, Siddharth, 98, Nehru Place, New Delhi - 110 019, India.

### DECLARATION

I, Uttara Ajay Ghate, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCL will lead to termination of employment.

8

SIGNATURE OF EMPLOYEE:

76





Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalppet Taluk, Kancheepuram Dist. Chennai – 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 008, India.

Registered Office : 808, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

## Annexure II

### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

#### PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

#### Additional documents (To be submitted on request)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

#### Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-induction day

# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Techpark -Special Economic Zone, Upper Ground Floor  
of Block 5, No.33, Old Mahalingam Road,  
Marina Village and Periyar, Thirupur Perandiyal Union,  
Chengalpattu Taluk, Kancheepuram Dist.  
Chennai - 600 102, India

Worksite Coimbatore : Madala 13, 2nd Floor, Tidal Park Coimbatore Limited (TPCL),  
Oxli Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Cornerzone, Unit 401, 4th Floor in Building 7,  
Survey No. 144 & 145, Sarani Adarsha Park,  
Opposite to Airport Road, Vimaneda, Pune - 411 006, India.  
Registered Office : 8/8, Siddhanti, 96, Maru Pisco, New Delhi - 110 019, India.

S.No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment letter with Cost to Company (CTC and ALL ANNEXURES)	2
2	Extension Letter (if the Date of joining in the offer letter is past dated)	1
3	Relieving Letter/ Resignation Acceptance-FOR EXPERIENCED EMPLOYEES (With LAST WORKING DATE clearly mentioned - From Immediate LAST EMPLOYER ONLY )	1
4	PAN Card	2
5	Passport – First and last page – Name and Date of Birth Proof.	2
6	10 <sup>th</sup> Mark Sheet	1
7	12 <sup>th</sup> Mark Sheet	1
8	<b>Address Proof:</b> Any Govt. photo ID / address proof e.g. Passport, Driver's License, Voter ID card, electricity bill of last 3 months, etc. *Please note that we do not accept the Adhaar Card as ID or address proof.	2
9	Highest Qualification Mark-sheets/Degree/ PDC - For Fresher's Only	1
10	Passport Size Photographs (white background)	7

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following.

S.No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd,Sunya Sapphire, Plot#3, 1st Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081

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SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U172900DL2012FTC229698

Workala Chennai : ETA Technopark - Special Economic Zone, Upper Ground Floor  
of Block 3, No.31, Old Madhavapuram Road,  
Narasur Village and Panchayat, Thirupur Panchayat Union,  
Chengelpet Taluk, Karanthapuram Dist.  
Chennai - 603 103, India

Workala Cochin : Model 13, 2nd Floor, Third Park Cochin International (ITCI),  
Civil Aerodrome Park, Cochin 641 014, India.  
Survey No. 144 & 145, Samedalavada Path,  
Opposite to Airport Road, Venneda, Pune - 411 006, India.

Registered Office : 801, Sakshin, 9th, Heeralal Park, New Delhi - 110 016, India.

6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Commnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihaan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 - 2nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 042266575261
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies State street HCL Services (India) Private Limited is governed by policies\* which are listed in corporate intranet www.hclbpo.net.

11

SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC298698

Workalia Chennai : EIT, Technopark -Special Economic Zone, Upper Ground Floor of Block 3, No.33, OAI Mahalingapuram Road, Neralur Village and Panchayat, Tiruppur Panchayat Union, Chengalppet Taluk, Kanchipuram Dist. Chennai - 603 103, India  
Workalia Coimbatore : Madula 1, 3, 2nd Floor, Thidal Park Cochincom Limited (Pvt.) Ltd., Ochi Aurodharma Park, Coimbatore 641 014, India.  
Workalia Pune 1 : Cornerstone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, General Aekada Path, Opposite to Airport Road, Veralasa, Pune -411 006, India.  
Registered Office : 606, Siddharth, 96, Nehru Plaza, New Delhi - 110 019, India.

## Annexure III

### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

**BASIC SALARY** The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**House Rent Allowance (HRA)** The HRA is payable maximum up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**Food Wallet** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints in outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

**Compensatory Allowance** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**Medical Insurance** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.

12

SIGNATURE OF EMPLOYEE:

**HCL**

# State Street HCL Services

Statestreet HCL Services  
(India) Private Limited

CIN : U72900DL2012FTC29698

Workala Chennai : ETA Technopark - Special Economic Zone, Upper Ground Floor  
of Block 3, No.33, Old Madhavaram Road,  
Nehru Village and Pondicherry, Thiruvorur Paridrayal Union,  
Chengalpattu Taluk, Kanchipuram Dist,  
Chennai - 603 103, India

Workala Calicut : Madula 1, 2nd Floor, Thal Park Chatharam Limited (PCL),  
Civil Aerodrome Road, Coimbatore 641 014, India,

Workala Pune 1 : Cornerstone, Unit 407, 4th Floor in Building 7,  
Survey No. 144 & 145, Sarada Ashwala Park,  
Opposite to Airport Road, Yemsa, Pune - 411 006, India.

Registered Office : 605, Siddharth, 98, Miduru Puzha, New Delhi - 110 019, India.

- You may refer 'Medical Insurance policy' for further details.

- Coverage under ESI:**

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.
- \*The percentage and amount is in compliance with the current PF Act.

### Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

### Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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SIGNATURE OF EMPLOYEE:

**HCL**



Date: 08<sup>th</sup> June 2019

Name: Sourabh

Sandip Ghorpade ,

Address: Osmanabad,

Maharashtra- 413501

Subject: Employment Offer

Dear Sourabh,

We are delighted to make you an offer with our organization for the position of **Associate**.

- The position will be based in Pune. However, the Company reserves the right to transfer you to another department, division, business entity or location at any time during the course of your employment
- The work schedule is for a duration of 8.5 hours (including break/s) on every business day and a five-day working week
- You will be on probation for a period of six months from the date of joining and confirmation on successful completion will be intimated to you in writing
  - As discussed and agreed with you, your annual cost-to-company (CTC) would be **Rs. Two Lakh Sixty-Two Thousand One Hundred and Sixty Four Only**. The break-up of your compensation is provided in *Annexure 2*. You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.
- A detailed appointment letter, containing the details on the terms of employment and salary break-up will be provided to you on your date of joining
- As discussed with you, your date of joining will be **08th june 2019**. This offer of employment will lapse in case you are unable to join on the above mentioned date.

METRO Global Business Services Pvt. Ltd  
Cluster "D" Wing 2, 6<sup>th</sup> Floor , EON Free Zone, Plot No. 1, Survey No. 77, MIDC, Kharadi Knowledge Park, Pune – 411 014, Maharashtra, India. Tel. 020 71001500  
Member of METRO Group  
CIN – U74900PN2011PTC138620



- This offer is valid, subject to:
  - All information provided by you, during your discussions with our company representatives being accurate.
  - Satisfactory reference checks.
  - Satisfactory medical examination (based on a medical certificate issued by one of our empanelled Medical Centre/Hospital, certifying your employability). Details pertaining to the Medical Centre/Hospital will be conveyed to you within a week of your receiving this offer.
  - The successful completion of your post-graduation with an aggregate of not less than 50%.
- After receiving your acceptance of this offer, the Company reserves the right to communicate with your past or existing employer to confirm your availability to join as agreed and to conduct professional references and background verification
- On your date of joining, we would expect you to complete the necessary joining formalities and submit documents listed in the *Annexure 1*
- The terms discussed in this offer and subsequent revisions are confidential in nature and should not be disclosed

We look forward to have you join us and wish you a long and successful career with METRO Global Business Services Pvt. Ltd”.

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood and agree with the terms and conditions outlined above and I accept employment with “METRO Global Business Services Pvt. Ltd”.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annexure 1

### List of Documents

You would be required to submit photocopies of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Permanent Account No. (PAN)
2. SSC / HSC certificates with mark-sheets
3. Graduation / post-graduation degree / diploma with mark-sheets
4. Professional degree / diploma with mark-sheets
5. Proof of identity (ration card/ passport/ driving license/ PAN card)
6. Current address proof (electricity or telephone bill/ lease agreement / bank statement)
7. Appointment letter for last two employments
8. Relieving letter for last two employments
9. Salary slip for last three months
10. Three passport size colored photographs

On joining you will also be required to furnish the following:

1. Family dependent details
2. PF number from previous employer
3. Any other relevant information that may be required





## Annexure 2

### Compensation Structure

Sourabh Ghorpade.

Components	Annual
Basic	84,000
HRA	29,400
Special Allowance	68,184
Fixed bonus	30,168
<b>Total Fixed Compensation</b>	<b>2,11,752</b>
Variable Compensation / Incentive (average performance)	21,175
Gratuity Provision	4,040
Employer's contribution to PF	18,315
Contribution to ESIC	6,882
<b>Total CTC</b>	<b>2,62,164</b>

Note:-\*\* INR 24,000 per annum Transport Allowance over and above the above CTC (Applicable only to employees not availing company transport facility.)

Date: 11<sup>th</sup> September 2019

**Shivani Jadhav**

Sarvapratham apartment, Ambegaon Dhabadi, Pune-411046

Dear Shivani,

**Offer Letter of Intent to join Johnson Controls**

On behalf of Johnson Controls, it gives us great pleasure to offer you the position of “**Junior Executive**”. We know you will find your career with Johnson Controls rewarding and meaningful as you join our global family to create intelligent buildings, efficient energy solutions, integrated infrastructure and next generation transportation systems that work seamlessly together to deliver on the promise of smart cities and communities. At its core, that promise is about delivering innovation that make people’s lives – and the world – better.

Our offer includes the following conditions: You will work as a team member in the “**IBC**” department.

**Working place** – Pune

**Starting date: 19.09.2019**

**Probation Period:** 6 months after the starting day

**Employment Contract:** will follow after the starting day.

**Employee Benefits:** Additional to the salary package you will be eligible to participate in various Johnson Controls Employee Benefit Plans.

If you have any further questions concerning this offer, please contact “**Veena Anand**” +91 99234 12654.

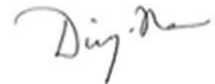
Please indicate that the above hiring conditions are acceptable by signing below. In that case, this letter will be considered as binding document, outlining the conditions of your future employment with Johnson Controls. Request you to share the signed copy as your acceptance through email.

Please note that as a part of the hiring process, we would require you to undergo pre-employment medical check and this offer is subject to you being found medically fit. We would also be undertaking your Background Verification Check. You also need to execute an employment agreement as per the Company’s format on or before the Starting date along with the joining formalities. Requesting you to fill in the attached Application form as consent for conducting the said check and return the completed form along with the offer acceptance.

We look forward to you joining our “**Pune**” family here at Johnson Controls, and have confidence that you can make significant contributions to our business objectives.

Yours sincerely,

**For Johnson Controls (India) Private Limited**



**Divya Jha**

**Director – Human Resources**

**For Acceptance: Name and Signature with date**

**Salary Annexure**

**Name of the Employee :** Shivani Jadhav

**Grade :** 165

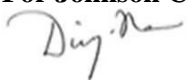
**Designation :** Junior Executive

**Location:** Pune

<b>Proposed Salary Component</b>	<b>Amount (INR)</b>	
	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	15008	180100
House Rent Allowance	750	9005
Statutory Bonus	1400	16800
Balancing Allowance	91	1095
<b>Gross Salary</b>	<b>17250</b>	<b>207000</b>
Provident Fund	1801	21612
Gratuity	722	8663
ESIC	561	6728
<b>Cost To Company (CTC)</b>	<b>20334</b>	<b>244002</b>
<b>Target Variable</b>		<b>20700</b>
<b>Target Total Pay (CTC+Variable)</b>		<b>264702</b>

1. *STI (Short Term Incentive)\* clause: Details of the plan will be shared after joining the organization.*
2. *The official working hours can start between 6:00am and 6:00 pm depending on the shift you need to follow as per business requirements. The total daily/weekly hours of working shall be as per the policies of the Company and applicable regulations. The work schedule will be Mondays to Fridays. The work timings may change subjected to business processes and you will be notified in advance.*
3. *You will also be entitled to “Shift Allowance” if applicable to your working shift as per policies of the Company and applicable regulations.*

**Yours sincerely,  
For Johnson Controls (India) Private Limited**



**Divya Jha  
Director – Human Resources**



REG NO :1731000310970305

Date:19-March-2019

To,  
Ms. DhanashreeJadkar  
Pune, Maharashtra.

**SUB: APPOINTMENT LETTER**

DearDhanashree,

This has reference to the Interview you had with us for the post of **HR Executive**  
We feel that your skill and background will be valuable asset to our team.

We are pleased to appoint you as a post of **HR Executive**.

Skytech HR Services reserves the right to reject your candidature if you fail the verification of the contents of your resume and supporting testimonials.

Your CTC will be **Rs. 1,20,000/ Annual**.

Please join us no later than **01-April-2019**.

We look forward to welcoming you as a new employee at SKYTECH HR SERVICES.

Best Wishes

Yours Truly  
For Skytech HR Services

Authorized Signatory  
(Human Resource: Services)

SKYTECH HR SERVICES  
207, 2<sup>nd</sup> Floor, Jai Chamber, Shivaji Road, Swargate, Pune-411042.  
E - Mail :[info@skytechhr.com](mailto:info@skytechhr.com) Web : [www.skytechhr.com](http://www.skytechhr.com)

Date: 31/2019

To,  
Umesh Chandrabhan Jangle  
SMT Kaashibai Navale Sinhgad School of Business Management, Pune

Sub: Letter of Intent

Dear Umesh,

Further to the recruitment process held for your campus, we are pleased to confirm your selection in our company. After joining you will be on probation for a period of six months or such extended period as may be decided by the Company.

You shall be required to join the Company tentatively during the period of May 2019 to October 2019. Your actual date of joining, place of work, job title & induction plan will be communicated to you at least 15 days before your joining through your placement coordinator. The discretion on your placement /place of work i.e. metro or non-metro will be with the Company. A formal offer cum appointment letter mentioning terms and conditions of the employment will be provided on your joining. Please note that your selection is subject to successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time and is not your appointment letter. You are further informed that your selection will be cancelled and this letter of intent will stand withdrawn if you fail to full fill the criteria stated above.

You agree to keep in confidence and not to disclose or use for your own benefit, or for the benefit of any third party any information, documents or materials that are provided to you and are reasonably considered confidential.

Fixed Pay structure that we offer to our employees joining through campus are enclosed herewith in Annexure 1 for metro and for non-metro locations. Employees working in following locations are considered as working in Metro location viz: - Mumbai, Delhi / NCR, Bangalore, Chennai, Ahmedabad, Pune, Kolkata, Indore, Hyderabad. Rest all locations are non-metro locations.

For any further queries you may get in touch with your Regional HR Manager Sourabh Kumar at 9923004437

Please acknowledge the Letter of Intent by accepting a copy of this letter for our official records.

Yours Truly,  
For ICICI Securities Ltd

*Accepted*

  
Sourabh Kumar

Regional Manager- Human Resources

Member of National Stock Exchange of India Ltd. & Bombay Stock Exchange Ltd.  
Capital Market : NSE Regn. No. INB 230773037, BSE Regn. No. INB 011266854  
Futures & Options : NSE Regn. No. INF 230773037, BSE Regn. No. INF 010773035  
Currency Derivatives : NSE Regn. No. INL 230773037  
CIN No.: U67120MH1995PLC086241

**ICICI Securities Limited**  
Registered Office (Institutional):  
ICICI Centre, H. T. Parekh Marg,  
Churchgate, Mumbai 400 020, India.  
Tel (91 22) 2288 2460/70  
Fax (91 22) 2288 2445

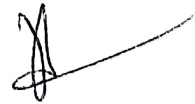
*QJG/9/15*

Corporate Office (Retail):  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C., Turbhe, Navi Mumbai - 400 705  
Tel (91 22) 4070 1000  
Fax (91 22) 4070 1022

Name of Compliance Officer (Broking Operations) : Ms. Mamta Jayaram Shetty  
Email Address: complianceofficer@icicisecurities.com / Tel (91 22) 4070 1000  
Website Address: www.icicisecurities.com / www.icicidirect.com



Metro		
Remuneration Details		
Components	Monthly	Annually
Basic	11,667	140,000
HRA	5,833	70,000
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,431	29,168
Personal Pay	9,153	109,833
	<b>31,934.</b>	<b>383,200</b>
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,400	16,800
<b>Total Fixed Pay</b>	<b>33,334</b>	<b>400,000</b>
<b>Additional Benefits</b>		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		




Non- Metro		
REMUNERATION DETAILS		
Components	Monthly	Annually
Basic	10,208	122,500
HRA	5,104	61,250
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,127	25,520
Personal Pay	7,653	91,830
	27,942	335,300
<b>Retiral Benefits</b>		
Employer's Contribution to PF	1,225	14,700
<b>Total Fixed Pay</b>	<b>29,167</b>	<b>350,000</b>
<b>Additional Benefits</b>		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		






## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

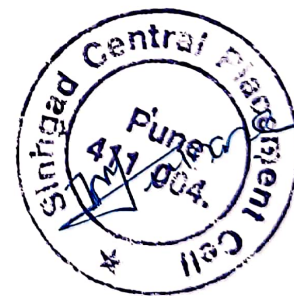
Please find name of the selected candidates from our side.

S.No	Full name of the students ( First-middle-last)	Major Speciallization	MBA/PGDM	MBA% of Marks
1	Ajay Namdeo Ade	Marketing	MBA	61
2	Akshay Ramesh Maldhure	Operations	MBA	66%
3	AMIT ABHIMANYU MATE	MARKETING	MBA	65%
4	ASHISH RAJENDRA MANKAR	MARKETING	MBA	61.12
5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
10	PRASAD VITTHAL KHADTARE	MARKETING	MBA	57
11	SACHIN VASANTHKUMAR NAIR	Operations	MBA	70
12	SAMEER UTTAMRAO SONONE	MARKETING	MBA	60.56
13	Shubham Pandurang Potraje	OPERATION	MBA	64.8
14	Toge Yogesh Subhashrao	Marketing	MBA	59
15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

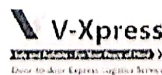
Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1629337553232905672&siml=msg-f:1629337553232905...> 1/16



4. 2:07 PM



## Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>

### Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

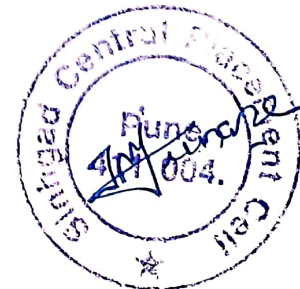
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27

**STRICTLY PRIVATE AND CONFIDENTIAL**

**Date: 29 Oct 2021**

**Dear Mayurkumar Baburao Kadam,**

**SUBJECT: OFFER CUM EMPLOYMENT LETTER**

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment a Bajaj Finance Limited (“**Company**”) on the following terms:

**1. DESIGNATION & BAND**

You will be designated as “**Assistant Manager - Rural Two Wheeler Loan**” at **GB02 Band**.

**2. PERIOD OF EMPLOYMENT**

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **13 Jan 2022** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

**3. HOURS AND PLACE OF WORK**

- 3.1. You shall be based in our **Karjat** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

**4. SALARY**

- 4.1. Your basic salary will be **Rs. 10,000/- (Rupees Ten Thousand only)** and your house rent allowance will be **Rs. 5,000/- (Rupees Five Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

**5. TERMINATION OR RESIGNATION FROM SERVICE**

The employment can, subject to the policies of the

- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

## 6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

## 7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

## 8. COMPANY POLICIES AND PROCEDURE

- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

## **9. ADDITIONAL DUTIES**

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

## **10. EXCLUSIVE EMPLOYMENT**

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

## **11. INTELLECTUAL PROPERTY**

- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

## **12. CONFIDENTIALITY AND NON-DISCLOSURE**

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

## **13. COMPANY'S IMAGE**

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

## **14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION**

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation,

you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

## 15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

**For Bajaj Finance Limited,**

**Vadakke Madathil Maneesh Kumar**

Issued by : Capricorn Identity Services Pvt Ltd.  
Reason : Digitally signed TDS certificate as per Information Techn  
Date : 2021.12.14 18:18:18 +05:30

**V M Maneesh**  
**Head – Human Resources**

Encl: Annexure

*I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on \_\_\_\_\_.*

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

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

**Page 5 of 6**

### **Bajaj Finance Limited**

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune 411014, Maharashtra, India  
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060

Fax: +91 20 30405020

Corporate ID No.:  
L65910MH1987PLC042961

[www.bajajfinserv.in/finance](http://www.bajajfinserv.in/finance)



**Annexure - A**

**Detailed Salary Structure**

**Date** : 29 Oct 2021  
**Name** : Mayurkumar Baburao Kadam  
**Band** : GB02

Particulars	Annually	Monthly
<b>Basic</b>	120,000	10,000
<b>House Rent Allowance</b>	60,000	5,000
<b>Special Allowance</b>	167,051	13,921
<b>Statutory Bonus</b>	31,349	2,612
<b>Contributory Provident Fund</b>	21,600	1,800
<b>ESIC</b>	0	0
<b>Fixed Pay</b>	<b>400,000</b>	<b>33,333</b>
<b>Gratuity</b>	5,772	
<b>Indicative Performance Pay#</b>	100,000	
<b>Total Cost to Company</b>	<b>505,772</b>	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

\* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

**Other Benefits:**

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /- (Rupees Twenty-five Lakh only)**.
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

**Name and Signature, confirming acceptance of the above terms and conditions**

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

**Name** :

**Date** :



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha,Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

**Employee Code : 290794**

**Personal & Confidential**

Date of Joining : Jun 14, 22

Name : RENUKA KUNDLIK  
KAMBALE

Location : Pune

Dear RENUKA KUNDLIK  
KAMBALE ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Sales Officer(cost code: 105) at branch (4629), Pune on the following terms and conditions:

BAND : SO.

Basic Salary : 16500.00 Rs. /-pm

HRA : 2500.00 Rs. /-pm

---

**Total : 19000 Rs. /-pm**

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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[www.hdfcbank.com](http://www.hdfcbank.com)

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No: L65920MH1994PLC080618





Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Feed back

sagar k.c <ndcconsultant06@gmail.com>

8 April 2019 at 18:49

To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Cc: Pooja Aparajita <pooja.aparajita.simca@sinhgad.edu>, SIMCA Placement Cell <simcaplacement2004@gmail.com>, newdivideorganisation@gmail.com

### A) Final Selected Candidates for joining on 15th April 2019 After today interview.

- 1) Aditi Bane : **Selected** but not sure about joining asking time we cannot wait more then 15 Th April.
- 2) Apeksha Nagawade : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April.
- 3) Komal Kamble : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April.
- 4) Payal Patil : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Anuja Kabra : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Sneha V Gholave : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April

### Rejected candidate after final rounds.

- 1) Vaidehi Pathak : Rejected in final interview casual approach and distance issue.
- 2) Amruta Chavan : Rejected confused comm skill not up to the mark no decision maker confidence is v low
- 3) Sushmadevi Janekar : Not came for 2nd round.
- 4) Anuja Kabra : Selected will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Shubham Shejwal : unprofessional attitude towards interview making gossip with other candidates spoiling other candidates waiting after hr asked him to leave behavior issues causal attitude towards hr managers not stable mind set
- 6) Pooja Nanda : Not came for 2nd round.
- 7) Apeksha Kamalaskar : Not came for 2nd round

Kindly check the feedback and revert.

We have vacancy for more **13 candidates** in HR PROFILE send candidates

As we have received 22 candidates from your side you have send list of 56 candidates but only 22 came out of that 6 selected rest candidates send tomorrow.



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1630252125920272905&simpl=msg-f:1630252125920272905> 1/2

Date: December 28, 2018

To,  
Rakesh Baban Karad  
Sinhgad Management Institutes  
19/15, Erandwane, Khilare Marg, Off Karve Rd, Pune 411004

Sub: Letter of Intent

Dear Rakesh Baban Karad,

Further to the recruitment process held for your campus, we are pleased to confirm your selection in our company. After joining you will be on probation for a period of six months or such extended period as may be decided by the Company.

You shall be required to join the Company tentatively during the period of May 2019 to October 2019. Your actual date of joining, place of work, job title & induction plan will be communicated to you at least 15 days before your joining through your placement coordinator. The discretion on your placement /place of work i.e. metro or non-metro will be with the Company. A formal offer cum appointment letter mentioning terms and conditions of the employment will be provided on your joining. Please note that your selection is subject to successful completion of your course and to your acquiring knowledge specified by competent authorities from time to time and is not your appointment letter. You are further informed that your selection will be cancelled and this letter of intent will stand withdrawn if you fail to full fill the criteria stated above.


You agree to keep in confidence and not to disclose or use for your own benefit, or for the benefit of any third party any information, documents or materials that are provided to you and are reasonably considered confidential.

Fixed Pay structure that we offer to our employees joining through campus are enclosed herewith in Annexure 1 for metro and for non-metro locations. Employees working in following locations are considered as working in Metro location viz:- Mumbai, Delhi/New Delhi, Bangalore, Chennai, Ahmedabad, Pune, Kolkata, Indore, Hyderabad. Rest all locations are non-metro locations.

For any further queries you may get in touch with your Regional HR Manager Neha Parab at 9619181949.

Please acknowledge the Letter of Intent by accepting a copy of this letter for our official records.

Yours Truly,  
For ICICI Securities Ltd

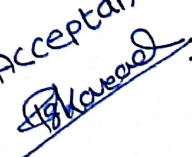
  
Neha Parab  
Regional Manager- Human Resources

Member of National Stock Exchange of India Ltd & Bombay Stock Exchange Ltd  
Capital Market : NSE Regn. No. INB 230773037, BSE Regn. No. INB 011286854  
Futures & Options : NSE Regn. No. INF 230773037, BSE Regn. No. INF 010773035  
Currency Derivatives : NSE Regn. No. INE 230773037  
CIN No.: U67120MH1995PLC086241

**ICICI Securities Limited**  
**Registered Office (Institutional):**  
ICICI Centre, H. T. Parekh Marg,  
Churchgate, Mumbai 400 020, India.  
Tel (91 22) 2288 2460/70  
Fax (91 22) 2288 2445

**Corporate Office (Retail):**  
Shree Sawan Knowledge Park, Plot No. D-507,  
T.T.C. Ind. Area, M.I.D.C., Turbhe, Navi Mumbai - 400 705  
Tel (91 22) 4070 1000  
Fax (91 22) 4070 1022

Name of Compliance Officer (Broking Operations) : Ms. Mamta Jayaram Shetty  
Email Address: complianceofficer@icicisecurities.com / Tel (91 22) 4070 1000  
Website Address: www.icicicurities.com / www.icicidirect.com

Acceptance  




Metro		
Remuneration Details		
Components	Monthly	Annually
Basic	11,667	140,000
HRA	5,833	70,000
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,431	29,168
Personal Pay	9,153	109,833
	31,934	383,200
Retiral Benefits		
Employer's Contribution to PF	1,400	16,800
<b>Total Fixed Pay</b>	<b>33,334</b>	<b>400,000</b>
Additional Benefits		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		



Non- Metro		
REMUNERATION DETAILS		
Components	Monthly	Annually
Basic	10,208	122,500
HRA	5,104	61,250
Transport Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Leave Travel Assistance	2,127	25,520
Personal Pay	7,653	91,830
	27,942	335,300
Retiral Benefits		
Employer's Contribution to PF	1,225	14,700
Total Fixed Pay	29,167	350,000
Additional Benefits		
Local Conveyance, Mobile Allowance, Health Insurance Benefit, Personal Accident Cover	As per company policy	
Death Benefit as per company policy in case of untimely demise while in the service. Gratuity is payable after completion of 5 years of continuous service		

*[Handwritten Signature]*



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Sinhgad Management Institutes List - Supr Infotech Solutions Pvt. Ltd. (Suprdaily)

Rishi Jalan <rishi.jalan@suprdaily.com>

24 July 2019 at 15:19

To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Cc: Ravindranath P Panicker <deansbs.placement@gmail.com>, Neeraj Raje <neeraj.raje@suprdaily.com>

Dear Director,

The below students have been selected for the role shared with you.

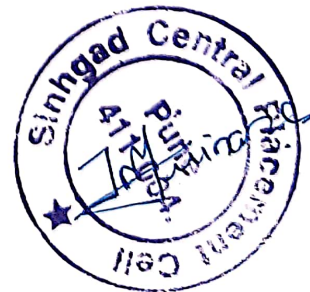
1. Shrinesh Sharad Dupate
2. Prasad Vitthal Khadtare

As discussed with the students, they will be joining from 25th July, 2019 and their offer letters will be shared with them by day end , today.

Please feel free to reach out to me in case of any clarifications.

Thanks.

[Quoted text hidden]



**Reference No. –1425981276**

**Applicant ID - 3202481**

17-May-2019

Girish Khalse

Dear Girishi,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

ICICI Bank HR

Team.

**Reference No. –1425981276**

**Applicant ID - 3202481**

17-May-2019

Girish Khalse

Dear Girish,

We are pleased to make you an offer of appointment as Relationship Manager in ICICI Bank. You will be placed in Branch Banking at Satara – Ravivar peth

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

Reference No. - **1425981276**

Girish Khalse

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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



Reference No. - **1425981276**

Girish Khalse

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

: 4:

Reference No. - **1425981276**

Girish Khalse

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. - 1425981276**

**Annexure: \_**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

Reference No. - **1425981276**

Girish Khalse

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Girish Khalse

Position: Relationship Manager

Group: RETAIL BANKING GROUP

	Relationship Manager	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date : 17-May-2019



**Mr Mahesh Subhash Khopale,  
Pune, MH**

**Sub: Letter of Appointment**

**Ref: TMIPIL0265**

**Dear Mahesh Subhash Khopale,**

Welcome to the TMI family

Congratulations on being appointed as a “**Independent Marketing Representative**” in the TMI Staffing Division on deputation with one of our client “**Pidilite Industries Limited**”. Your Employee Code for future reference is **TMIPIL0265**

**Please note the following:**

1. Your date of joining is **21-May-2019**
2. Your appointment as “**Independent Marketing Representative**” is initially for a period of **11 Months** from the date of joining. You will be working out at designated work place of our client “**Pidilite Industries Limited**” and your location during this period will be **Pune**.
3. During your employment with us, you will be working under the instructions of our client.
4. You are expected to open a bank account through TMI designated banker within 10 days of your joining.

**Work Timings:** You will be working 6 days a week and are eligible for one weekly off. The exact working hours will be communicated to you at the time of joining

**Description of Your Role in Brief:**

Will be briefed by the client at work place

**Workplace Policies and Other Points to Note:**

1. You are requested to present yourself at your designated workplace in notified uniform.
2. In case of any workplace discomforts, please report to your “Reporting Manager ” relating to any of the following:
  - Gender issues
  - Instances of Sexual Harassment
  - Usage of foul language by Supervisors, Colleagues or Store owners
  - Salary related matters
  - Any other incident that brings down your potential to perform at optimum levels.

You are requested to immediately escalate through a call to your local TMI HR or your coordinator / Team Leader. Action on your query / complaint / concern will be taken up on receipt of your mail.

3. **Loss through negligence at work place:** In case of loss of property arising out of negligence on your part, TMI will debit costs equivalent to loss accrued to its business partner or stakeholder from your salary. This may be done in installments or, one time basis. The decision regarding the same rests solely with TMI. You are advised to take due care to protect all the assets of the company. You are hereby requested to take good care and efforts on the upkeep of the inventories of the Client.
4. **Leave Policy:** You will be eligible for one weekly off for every six days worked. You will be eligible for leave in accordance with the Company's rules and regulations.
5. **Deputation/Change/Transfer of Employment :**
  - a. You are liable to be transferred anywhere in India at the sole discretion of the Management depending upon the organizational exigencies. Your services may also be deputed to the Group/Sister Companies as deemed fit by the Management.
  - b. Your place of work can be changed at the sole discretion of the Management to any other branch, unit, factory, establishment, outlet, subsidiary, associate office, or other site either in existence or which may come into existence. In such event, you will be automatically governed by the service conditions, rules, regulations and other terms and conditions as applicable at such new place.
6. Workmen Compensation act does not apply when you are registered with ESIC.

### **Terms And Conditions:**

1. **Verification of the particulars mentioned in your application:** It is understood by you that this employment is being offered to you on the basis of the particulars / credentials furnished by you in / with your Application /Registration Form for employment. If, at any time, should it emerge that the particulars / credentials as furnished by you are false / incorrect, or if any material information has been suppressed, this appointment shall automatically be rendered void and shall be liable to termination forthwith without any notice or compensation or such other action as the Management deems fit.
2. **Documentary Evidence:** You are required to submit documentary proof of the facts mentioned by you in your application form with the HR Department / Office with self-certified copies of other credentials about your qualifications, experience etc. on or before your Date of Joining or within 7 days of your joining date. Non-Compliance with such demand or detection of any discrepancy therein shall render you liable to be terminated from the service immediately without any notice or any compensation in lieu of the period.
3. **Dual Employment:** During your service with TMI, you will not engage yourself directly or indirectly in any other Undertaking, Business, Employment (Full-time/Part-Time) or Activities prejudicial/detrimental to the interest of the Company. Any action contrary to this shall render your services liable for termination without any notice forthwith without any notice or compensation or such other action as the Management deems fit.
4. **Bribe:** You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization.
5. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge



6. You will inform, in writing, to the Management any change of address within a week from the change of the same, failing which your last known address shall be deemed to have been served on you.
7. You will be entitled to an employer's contribution of Provident fund to an extent of 12% of your basic salary and applicable ESI contribution. 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 legislations, TMI shall not incur any liability with regards to any claims under the said applicable labour legislations.
8. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

In case of serious concerns needing immediate attention, you may call any of the following TMI officials:

A. TMI corporate office number:040-6676 5328 / 9246847433.

9. Salaries will be paid only through bank transfer in your designated bank account.

### **Termination Of Services:**

1. Absence for a continuous period of 3 working days without prior approval of your superior, can lead to your services being terminated without notice or explanation.
2. **Notice Period:** In case you wish to discontinue your services with TMI, you will be required to give a written notice of 30 days or salary in lieu of the same. In case TMI wishes to terminate your services, 30 days' notice of termination can be given without assigning any reason thereof. However in case of misconduct, misrepresentation, mental turpitude, and/or unapproved absence from duty etc. the company may terminate your services on 1-day notice.
3. No leaves can be availed during the notice period. Failure to complete the notice period will be considered as a gross misconduct and can lead to withholding your final settlement.
4. After resignation or notice of termination, you shall cooperate with the company, as reasonably requested by the company, to effect a transition of your responsibilities and ensure that the company is aware of all matters being handled by you.
5. Upon separation from the company for any reason, you shall promptly return to the company any mobile phones, SIM cards, demo infrastructure, keys, credit cards, passes, confidential documents or material, uniforms or other property belonging to the company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the company or its subsidiaries or affiliates should be returned to the designated authority for settlement of dues. The company reserves the right not to relieve you of your employment in the event that all the company's documents / property / Confidential Information in your custody or as stated earlier have not been properly handed over by you to an authorized representative of the company and take the acknowledgment and submit to TMI-HR.
6. If at any during the course of this contract if you are involve the following things :
  - A. Found guilty of fraud,

- B. Dishonest,
- C. Disobedience/ Disorderly behavior/negligence,
- D. Indiscipline,/ Absence from duty without permission
- E. Involving in any Theft
- F. Any illegal activities or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, Policies of the Client, your services are liable to be terminated without notice and any loss or damages incurred thus are liable to be recovered from you.

7. Full and Final settlements will be processed as per Exit Process. i.e., on receipt of Resignation acceptance from reporting manager and submission of No Dues Certificate from all stake holders. Notice Pay is recovered from his or her Settlement Amount

You will be governed by the rules, regulations, service conditions, employee hand-book, notices, circulars, instructions, practices and policies of the Company etc., which are in force at present and as may be amended / formulated / invoked / introduced by TMI from time to time as applicable on deputation to . It is understood that any or all the terms and conditions of your employment are subject to revision at any time at the sole discretion of the Management.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TM Inputs and Services Pvt. Ltd with the acceptance of your first salary from TM Inputs and Services Pvt. Ltd., will be conclusive proof of your acceptance in accordance of terms and conditions.

**ENDORSEMENT**

I, \_\_\_\_\_ have carefully read and understood the terms and conditions of my appointment as mentioned hereinabove, and I agree and undertake to abide by them.

For TM Inputs and Services PVT.LTD.

Accepted and Agreed



\_\_\_\_\_

Rajiv Lal

(Authorized Signatory)

\_\_\_\_\_

Signature and Date:

## Salary Annexure

**E code: TMIPIL0265**

Particulars	Monthly	Annual
Basic	13845	166140
HRA	5538	66456
Bonus	832	9984
<u>Monthly Gross Salary</u>	20215	242580
<b>Employer Deductions</b>		
Provident Fund	1800	21600
ESI	960	11520
<b>Total Employer Contributions</b>	2760	33120
CTC (Cost to the Company)	22975	275700
<b>Employee Deductions</b>		
Provident Fund	1661	19932
ESIC	354	4248
Professional Tax	200	2400
<b>Total Employee Deductions</b>	2215	26580
Net Take Home	18000	216000
<b>*Note: DA is per working day Rs.150/-, Mobile Allowance Rs.500 Per month</b>		

*Tax and statutory deductions as applicable*

\*\*Incentive as per policy, depending on performance and Company/Client may decide as from time to time

\*\*\* The bifurcation of your salary into various heads is at the sole discretion of the Management. The Management is further empowered to re-structure your salary at any time in future at its sole discretion

30 August 2022

To,  
**Omkar Kolhe**  
Sri Sai Samartha, Gadekar chawk,  
Nirmal Nagar, Savedi,  
Ahmednagar.

Sub: Offer of Employment at SG Analytics Pvt. Ltd.

Dear **Omkar**,

Further to the discussions we have had with you, we are delighted to make you a formal offer to join SG Analytics as "**Research Analyst**".

We have been very impressed by your knowledge & skills exhibited during the interview process and are confident that you will find working in SG Analytics an inspiring, enjoyable and rewarding career choice. SG Analytics is a fast growing Research & Analytics service provider company and offers professionals like you an excellent platform to demonstrate their capability and develop their careers. As such, we are convinced that you have both the skills and personal attributes to succeed at SG Analytics.

The details of our offer of employment are attached. Kindly indicate your acceptance by signing and returning a copy of the offer.

**Omkar**, we sincerely welcome you and look forward to working with you.

Best Regards,  
For **SG ANALYTICS PVT LTD**



**Dr. KIRAN BALA**  
Chief People Officer

**SG ANALYTICS PRIVATE LIMITED**

Registered and Head Office: 601 & 602, 6th Floor, Wing 2, Cluster C, EON Free Zone, Kharadi, Pune 411014, Maharashtra, India  
Tel +91 20 6730 7200 | PAN No: AAKCS7498H | CIN No:U74140PN2007PTC145594

## TERMS OF OFFER

The purpose of this letter is to outline the compensation, roles and responsibilities and other aspects of the offer being made to Omkar Kolhe

### Position & Joining Date

- Your title will be “**Research Analyst**”
- You will report to the Senior Project Manager
- You will be based at our office located in Pune, India. You may be required to travel based on business needs
- Your date of joining will be 01 September 2022
- The terms of your offer will be subject to the positive feedback of your reference check made by SG Analytics

### Responsibilities

Detailed KRA's would be shared with you post your joining. In a dynamic organization like SG Analytics, you will also be assigned other responsibilities on an “as-needed” basis to assist in the growth of the company

### Compensation

- Your total gross fixed salary will be **Rs. 410,000 /- (Rupees Four Lakhs Ten Thousand Only Per Annum)**. Please refer to Annexure below for breakup
- Your fixed salary shall be paid monthly

### Notice Period

- You will be on probation period for 6 months
- Omkar Kolhe will have to work with SG Analytics for a minimum period of 12 Months from the date of joining
- You need to sign the Minimum Service Period Agreement for the same (Refer to the document appended below)
- Post 12 Months the termination notice shall be 60 days, applied mutually
- In case you do not observe this notice period, you will be required to pay SG Analytics the sum equivalent to 60 days of your fixed monthly salary in lieu of the notice period

### Hours of Work

Your office time will depend upon the business unit /project that you would be aligned to. This would include at the minimum five days working in a week and productive hours not less than nine hours per day. You will, however, be expected to work whatever hours are necessary to fulfill your duties.

### Appraisal cycle

Performance appraisals at SGA are carried out on an annual basis and your first appraisal will be in April 2023

## SG ANALYTICS PRIVATE LIMITED

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### Annual Leave & Public Holidays

- You will be entitled to 21 days paid leave per year
- Apart from paid leaves there are 11 public holidays declared each year
- Your holiday schedule may be adjusted depending on the client/s you work with

### Reference Documents

You will be required to provide documentation for all your past experience and qualification. Please send us a scanned copy of the following documents (whichever applicable).

- Last 2 months salary slip from current employer and 1 salary slip from your previous employer
- Education certificates including graduation, masters and other certificate courses
- Two references of which one should be from your current employer and one from previous employer. We will contact them only after your permission. Your offer is subject to satisfactory discussions with your references

### Professional Commitments

You will be required to sign a detailed "Statement of Terms of Employment" which includes confidentiality agreement with SG Analytics on your first day at SG Analytics. Please indicate your acceptance of the above mentioned terms and conditions by signing this letter and returning it to our H.R. Department at the earliest. Once the offer is accepted and submitted to us by you in terms hereto, you will be liable to pay for the damages if any, and indemnify SG Analytics for any losses if you fail to join us on the date of joining mentioned hereinabove.

Best Regards,  
For **SG ANALYTICS PVT LTD**



**Dr. KIRAN BALA**  
Chief People Officer

I, **Omkar Kolhe**, accept the terms and conditions of employment as stated above. I will be joining SG Analytics latest by **01 September 2022**.

I hereby authorize SG Analytics Pvt. Ltd to proceed with my background screening/ reference check.

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

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

### SG ANALYTICS PRIVATE LIMITED

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## Bond Details

### Minimum Service Period Agreement

Omkar Kolhe agrees and admits that the company has incurred expenses and cost in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. Omkar is aware that in the event of his/her not completing the Minimum Service Period\*\*, the company would, without option, be constrained once again to incur, similar expenses, which would be a direct result of his/her leaving the Company prematurely. Omkar further accepts, agrees and admits that the nature, quality, intensity and content of training to be imparted by the Company will be very specific to the nature of work. The Training program is designed to satisfy the exclusive requirements of the company. Omkar admits and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities. During this period hands on various special training would be provided through on the job training, in which he/she will learn while he/she works, which involves time and energy of the supervisors which could otherwise be used in some deliverables. Omkar, therefore, agrees that in the event of his/her leaving the Company before completion of the Minimum Service Agreement Period\*\* with the Company for any reason whatsoever, he/she shall be liable to pay the Company compensation / damages calculated as follows and / or reimburse all costs and expenses incurred in or connected with the training:

If Omkar leaves the company in the 1st year for any reason whatsoever, he/she shall be liable to pay 40% of his/her Annual CTC over and above the notice period you are required to serve at SGA.

\*\* Minimum Service Agreement Period would be 12 months from the date of joining.

I, Omkar Kolhe, accept the above-mentioned terms and conditions.

\_\_\_\_\_  
Employee Name:

Date:

## SG ANALYTICS PRIVATE LIMITED

Registered and Head Office: 601 & 602, 6th Floor, Wing 2, Cluster C, EON Free Zone, Kharadi, Pune 411014, Maharashtra, India  
Tel +91 20 6730 7200 | PAN No: AAKCS7498H | CIN No:U74140PN2007PTC145594

### Annexure

CTC Breakup:

S No	Heads/Salary PA	Per Annum	Per Month
1	Basic	143,500	11,958
2	HRA	71,750	5,979
3	Employer contribution to PF	17,220	1,435
4	Gratuity	6,899	575
5	Grade Allowance*	170,631	14,219
	<b>Total</b>	<b>410,000</b>	<b>34,167</b>

\*Grade Allowance includes other optional flexi benefit plans as per company's policies. The Company, at its discretion, reserves the right to amend or discontinue any of its flexi benefit plans.

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**Reference No. - 1383830276**

**Applicant ID - 3680942**

13-May-2019

Nitesh Suhas Kudtarkar

Dear Nitesh,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

**Reference No. - 1383830276**

**Applicant ID - 3680942**

13-May-2019

Nitesh Suhas Kudtarkar

Dear Nitesh,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at PUNE - NAVIPETH\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

**Reference No. - 1383830276**

Nitesh Suhas Kudtarkar

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383830276**

Nitesh Suhas Kudtarkar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1383830276**

Nitesh Suhas Kudtarkar

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE SUNIL MEHTA  
Date: 2019.05.13 10:54:47 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. - 1383830276**

Nitesh Suhas Kudtarkar

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1383830276**

Nitesh Suhas Kudtarkar

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by JAISEE SUNIL  
MEHTA  
Date: 2019.05.13 10:54:47 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.



**Remuneration Details**

Name : Nitesh Suhas Kudtarkar  
 Position: Deputy Manager (Band I)  
 Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 13-May-2019

Digitally signed by JAISEE SUNIL MEHTA  
 Date: 2019.05.13 10:54:47 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

PRIVATE & CONFIDENTIAL

**OFFER LETTER**

**26<sup>th</sup> April 2019**

Dear Akash Kukreja,

NoBroker is a real estate portal which eliminates brokers from the real estate transactions and currently deals with residential rental niche with plans of expanding to other niches in real estate and businesses which involves middlemen transactions.

As we continue to grow we are looking for likeminded people who can join our team and follow the leadership and be part of our culture of innovation

Further to our discussion, we are pleased to invite you to join our team as "Senior Sales Executive" based out of Navi Mumbai.

Your scope of responsibilities will be as briefed to you during your conversation with our team and in addition to that all other duties assigned to you by your Manager. In accepting this offer of employment, you will be required to perform all duties assigned to you with due care and diligence and in compliance with company norms. You are expected to devote all your time and effort in performing assigned duties during the business hours and reasonable additional hours as it may be necessary for business

**COMPENSATION & BENEFITS**

You are entitled to a compensation of **INR 5,09,620/-** per annum. The details of your compensation structure and other benefits are outlined in Annexure.

The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law.

**POLICIES AND PROCEDURES**

You are required to comply with all NoBroker policies and procedures as they may be amended or added to from time to time.

**LEAVE**

You will be entitled to 7 days of sick leave per annum and 15 days of vacation leave per annum. For medical leave, any leave more than 3 days would require doctor's certificate. Vacation leave can be carry forwarded to max of 15 days.

**OTHER ENGAGEMENTS**

You are not allowed to work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.

**PRIVATE & CONFIDENTIAL  
TERMINATION**

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give two (2) months' notice or two (2) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of notice period. Your probation period will be six (6) months from the date of joining. During the probation period, the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or Employee can terminate by giving one (1) months' notice or salary in lieu of such notice.

The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

**RETURN OF COMPANY PROPERTY**

On termination of your employment, for any reason, you must immediately return to company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

Any damage/loss/theft to company property issues to you, not limiting to laptop will have to borne by employee subjected to review by management.

**NON-COMPETE & NON-SOLICITATION OBLIGATIONS**

- A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause, and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicit business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;
- B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or
- C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

## PRIVATE &amp; CONFIDENTIAL

- D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise;
- E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period ("Existing Employee") to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;
- F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment;
- G. approach, recruit or otherwise solicit Existing Employees to work for any other employer;
- H. persuade any Person which is a vendor / consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.
- I. The covenants in this Clause and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.
- J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable Law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.
- K. Nothing herein contained shall affect the Employee's non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

## CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group, or after termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.

- A. Without prejudice to the generality of the foregoing, the Employee shall:
- a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
  - b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.
  - c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

## PRIVATE &amp; CONFIDENTIAL

- B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by Law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.
- C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.
- D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.
- E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.
- F. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

Your date of Joining is 15<sup>th</sup> May 2019.

We look forward for your acceptance of this offer to begin your most exiting journey ahead.

Best Regards,  
On behalf of NoBroker Technologies Solutions Pvt. Ltd.  
Amit Kumar,  
Director

**Acceptance:**

I, Akash Kukreja, have read, understood, and accept this offer of employment, as set forth above.

Signature: A.M. Kukreja Date: 26/04/19

ANNEXURE

Fig. in INR

Components	Monthly	Annual
<b>Salary (A)</b>		
Basic	16,667	2,00,000
HRA	6,667	80,000
Special Allowance	8,200	98,400
Employer PF	1,800	21,600
<b>Gross Salary (A)</b>	<b>33,333</b>	<b>4,00,000</b>
Performance Bonus ( B )	<b>8,333</b>	<b>1,00,000</b>
Gratuity ( C )**		<b>9,620</b>
<b>CTC (A+B+C)</b>		<b>5,09,620</b>

\* You will also be eligible for Medical Insurance under company's group medical insurance policy, details of the policy will be shared with you separately.

\*\* Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of minimum of five years of employment with the Company.



Date: 08<sup>th</sup> June 2019

Name: Anuradha

Anil Kulkarni,

Address: Ganesh Nagar,

Satara, Shanivar peth,

Maharashtra- 415001

Subject: Employment Offer

Dear Anuradha,

We are delighted to make you an offer with our organization for the position of **Associate**.

- The position will be based in Pune. However, the Company reserves the right to transfer you to another department, division, business entity or location at any time during the course of your employment
- The work schedule is for a duration of 8.5 hours (including break/s) on every business day and a five-day working week
- You will be on probation for a period of six months from the date of joining and confirmation on successful completion will be intimated to you in writing
  - As discussed and agreed with you, your annual cost-to-company (CTC) would be **Rs. Two Lakh Sixty-Two Thousand One Hundred and Sixty Four Only**. The break-up of your compensation is provided in *Annexure 2*. You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.
- A detailed appointment letter, containing the details on the terms of employment and salary break-up will be provided to you on your date of joining



- As discussed with you, your date of joining will be **08th june 2019**. This offer of employment will lapse in case you are unable to join on the above mentioned date.





- This offer is valid, subject to:
  - All information provided by you, during your discussions with our company representatives being accurate.
  - Satisfactory reference checks.
  - Satisfactory medical examination (based on a medical certificate issued by one of our empanelled Medical Centre/Hospital, certifying your employability). Details pertaining to the Medical Centre/Hospital will be conveyed to you within a week of your receiving this offer.
  - The successful completion of your post-graduation with an aggregate of not less than 50%.
- After receiving your acceptance of this offer, the Company reserves the right to communicate with your past or existing employer to confirm your availability to join as agreed and to conduct professional references and background verification
- On your date of joining, we would expect you to complete the necessary joining formalities and submit documents listed in the *Annexure 1*
- The terms discussed in this offer and subsequent revisions are confidential in nature and should not be disclosed

We look forward to have you join us and wish you a long and successful career with METRO Global Business Services Pvt. Ltd”.

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood and agree with the terms and conditions outlined above and I accept employment with “METRO Global Business Services Pvt. Ltd”.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annexure 1

### List of Documents

You would be required to submit photocopies of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Permanent Account No. (PAN)
2. SSC / HSC certificates with mark-sheets
3. Graduation / post-graduation degree / diploma with mark-sheets
4. Professional degree / diploma with mark-sheets
5. Proof of identity (ration card/ passport/ driving license/ PAN card)
6. Current address proof (electricity or telephone bill/ lease agreement / bank statement)
7. Appointment letter for last two employments
8. Relieving letter for last two employments
9. Salary slip for last three months
10. Three passport size colored photographs

On joining you will also be required to furnish the following:

1. Family dependent details
2. PF number from previous employer
3. Any other relevant information that may be required



## Annexure 2

### Compensation Structure

Anuradha Kulkarni

Components	Annual
Basic	84,000
HRA	29,400
Special Allowance	68,184
Fixed bonus	30,168
<b>Total Fixed Compensation</b>	<b>2,11,752</b>
Variable Compensation / Incentive (average performance)	21,175
Gratuity Provision	4,040
Employer's contribution to PF	18,315
Contribution to ESIC	6,882
<b>Total CTC</b>	<b>2,62,164</b>

Note:-\*\* INR 24,000 per annum Transport Allowance over and above the above CTC (Applicable only to employees not availing company transport facility.)



Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Offer Mail - Coherent Market Insights

Nita Deshmukh &lt;nita@coherentmarketinsights.com&gt;

11 March 2019 at 15:37

To: Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;, Priyanka Karande &lt;karandepriyanka@sinhgad.edu&gt;

Dear Priyanka,

Good Afternoon!

Trust you to be doing well.

Thank you so much for the support that you have provided during the placement process.

We have shortlisted Niranjana . Kumbhar for the Business Development Executive Profile.

His date of Joining is March 13<sup>th</sup> 2019, 11:00 AM

Mentioned below are the details of the placement offer.

Details of Salary	Monthly	Annual
BASIC	10,000.00	120,000.00
HRA	4,000.00	48,000.00
CONVEYANCE	1,800.00	21,600.00
MEDICAL REIMBURSEMENT	1,250.00	15,000.00
SPECIAL ALLOWANCE	5,550.00	66,600.00
Performance Incentive	-	-
Uniform Allowance	-	-
Research Allowance	-	-
ANNUAL PERFORMANCE VARIABLE	-	20,000.00
RETENTION BONUS	-	100,000.00
<b>GROSS AMOUNT</b>	<b>22,600.00</b>	<b>391,200.00</b>
PROVIDEND FUND Employers Co.	1,200.00	14,400.00
PROVIDEND FUND Employee	1,200.00	14,400.00

<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1627703326935065645&simpl=msg-f:1627703326935065645> 1/6

CTC	25,000.00	420,000.00

**Note:**

- Your CTC would be entitled for all the statutory taxes, PF and professional deductions.

**Terms & Conditions –**

- By accepting this offer, you confirm that you would join Coherent Market Insights as per the given date and submit all the professionally required documents.
- By accepting this offer, you confirm that, you would maintain the confidentiality of all the information that you might have acquired during the process.
- You confirm that all the information provided by you during the interview process is true. Company would be opting for a background verification process in which if any information submitted by you is found false than company reserves all the rights to terminate the offer.
- Your Candidature is entitled to a service tenure of 12 months (1 year) from the date of joining. This includes your probation period but excludes your notice period.

We request your revert to this email accepting the same by 10:00 AM March 12, 2019 for this position to considered to be closed, with your candidature . We look forward to having you as part of our ever-growing CMI family and are optimistic about you being a valuable addition to it.

**We request you to confirm for this opportunity as your final decision , candidature accepting the offer mail and defaulting to be part of the organization would be blacklisted from the Industry employment list.**

In case of any queries you may have regarding anything pertaining to the role, do drop in an email at [nita@coherentmarketinsights.com](mailto:nita@coherentmarketinsights.com)

Thanks & Regards,

**COHERENT**  
MARKET INSIGHTS

Website: [www.coherentmarketinsights.com](http://www.coherentmarketinsights.com)

**Nita Deshmukh** | Executive HR

Human Resource

Mobile: 8600909761

E-mail: [nita@coherentmarketinsights.com](mailto:nita@coherentmarketinsights.com)

**From:** Director CPC Placement [<mailto:directorcpc.placement@sinhgad.edu>]

**Sent:** Thursday, March 07, 2019 5:59 PM

**To:** Nita Deshmukh <[nita@coherentmarketinsights.com](mailto:nita@coherentmarketinsights.com)>

**Cc:** Priyanka Karande <[karandepriyanka@sinhgad.edu](mailto:karandepriyanka@sinhgad.edu)>

**Subject:** Re: Interview Invite- Coherent Market Insights

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Date: July 25, 2019**

**Private & Confidential**

**Varsha Subhash Latpate**

**At post bavdhan,tal wai  
satara,  
Maharashtra,  
India - 412804**

**Document ID – bec4e204-9be7-1287-b866-68472dc8623b**

**Dear Varsha ,**

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCLTech” or “Company”)** as **Analyst**. You are required to report on April 19, 2023 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, PuneSEZ- Mekong 3F-7F,EmbassyTechZone-SS.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- sagardo@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- **Probation** - You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.



CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- **Performance and Compensation Reviews** - Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your annual performance appraisal and compensation review will be initiated on completion of your anniversary (12 months from date of joining HCLTech) and subsequently compensation review will be aligned and effected from the first day of the subsequent quarter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**
- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- **Employment of Relatives-** At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

**Worksite Chennai** : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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**Registered Office** : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

**Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.**

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

**For Statestreet HCL Services**

**Amrita Das**  
DEBASIS SARKAR  
SENIOR VICE PRESIDENT

**This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.**

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

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### **DECLARATION**

I, Varsha Subhash Latpate., hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCLTech will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

### Annexure II

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCLTech

S.No.	Particulars (To be submitted to the Recruiter)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official’s (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer’s active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

#### List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)

S. No	Document Name
-------	---------------

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 <sup>th</sup> Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings are will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCLTech Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCLTech Onboarding team within 7 days of your date of joining, either in person or through courier.

### **Location of HCLTech Onboarding Team for joining formalities:**

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).



Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
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### Annexure III

#### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

**BASIC SALARY** The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**House Rent Allowance (HRA)** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**Food Wallet** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

**Compensatory Allowance** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**Medical Insurance** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer- sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**  
*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*  
The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.  
\*The percentage and amount is in compliance with the current PF Act.

### **Gratuity**

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As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

### ANNEXURE IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

#### 1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

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Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

## 2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as “**Prior Inventions**”), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as “**Inventions**”), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are

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protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws

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of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, “Similar Services” means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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SIGNATURE OF EMPLOYEE

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

### **7. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 8. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

**Varsha Subhash Latpate**

**July 25, 2019**

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



CIN : U72900DL2012FTC229698

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### **Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of*

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

*taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

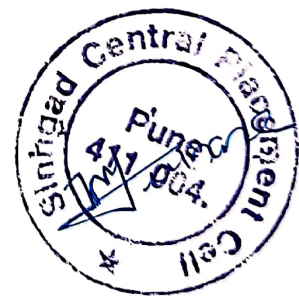
Please find name of the selected candidates from our side.

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5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
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15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



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4. 2:07 PM

Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>



Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

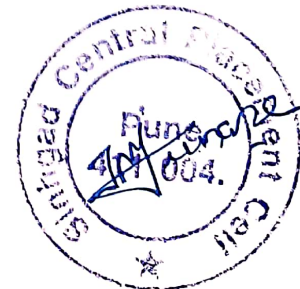
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Awaiting for Result

Mrunalini Yewale <mrunalini@dynproindia.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

16 January 2019 at 16:02

Hello Sir,

Below mention is the Final List of Selected Students. There DOJ starts from 3<sup>rd</sup> January 2019.

SR .NO	Candidate Name	Status
1	Yashashri Sirsat	Joined
2	Namrata Markale	Joined
3	Priyanka Shinde	Joined
4	Shweta Patil	Joined
5	Prerana Patil	Joined

Mrunalini,

Sr.Executive-Talent Acquisition

DynPro India Private Limited

Phone : +91 20 67006208

From: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Sent: 16 January 2019 10:55

To: Mrunalini Yewale <mrunalini@dynproindia.com>

Subject: Re: Awaiting for Result





## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

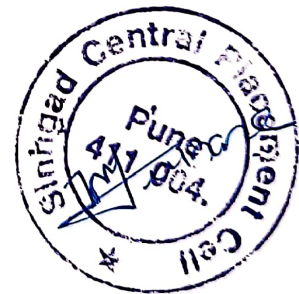
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Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



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4:207 PM

Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>

Campus Result Declaration

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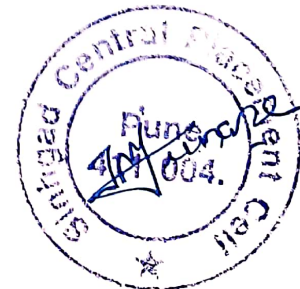
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Pls feel free, if any query is there.

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Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

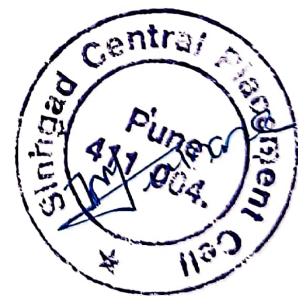
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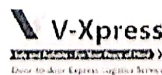
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Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



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4:207 PM

Sinhgad Technical Education Society Mail - Campus Result Declaration

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Dheeraj <careers@vtransgroup.com>  
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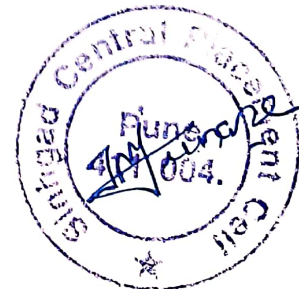
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Dheeraj Agarwal  
Manager- HR  
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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



Sinhgad Institutes

Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Awaiting for Result

Priya Jacob <priyajacob@nandedcitypune.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

8 July 2019 at 12:18

Dear Dr. Minase,

First and foremost it was a pleasure speaking to your students regarding their aspirations for their future. They are all very enthusiastic about learning things and based on these discussions we have decided to make them a part of our organisation. The first batch that we have selected consists of 23 students. So congratulations to you Sir and your team for nurturing them and making them so confident.

As discussed telephonically today, please find attached herewith a list of 23 students shortlisted by us for recruitment. We have spoken to all of them and upon their agreeing to join us as a part of our team we have prepared appointment letters which we would like to issue them either today or tomorrow.

It would be great if you could ask them to come and collect their appointment letter as per days mentioned as we would like to start their training from 10th July 2019.

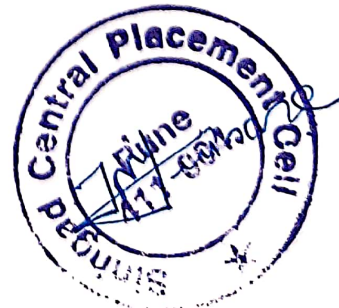
Kind Regards,

Priya Jacob  
Business Head - Marketing

**Disclaimer:**

This email is for the use of the intended recipient(s) only. If you have received this email in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not keep, use, disclose, copy or distribute this email without the author's prior permission. We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses. The information contained in this communication may be confidential. Nanded City Development & Construction Co. Ltd., will not accept any liabilities at law in equity or whatsoever for any decision made or influenced as a result of this correspondence.

[Quoted text hidden]



1	Atul Bihishan Tanvar	Varanasi Soc, Gokul Nagar, Warje, Datta Villa Flat No. 7, Pune	9561479366	Financial Executive
2	Chetan Balaji Tekale	Flat No. 101, Charwad Nagar, Vadgaon Bk, Pune	7721098909	Financial Executive
3	Karan Arun Suryavanshi	Room No. 4, Samrath Boys Hostel Yeole Wadi, Kondwa Bk, Pune	9970525455	Financial Executive
4	Mrunal Tulsidas Yeolekar	Jijae Garden, Tapowan, Near Ram Mandir, Warje, Pune 411058	9730382558	Financial Executive
5	Riha Kiran Das	House No. 394, Bushi Dam, Lonavala, 410402	9049914288	Financial Executive
6	Pravin Deepak Kasat	A2-15, Near Reliance Mall, Erandawane, Pune-411004	9850641321	Financial Executive
7	Manasi Vivek Kakade	Society, 1, Bldg., No. 1/3 Durga Nagar, Behind Sahara Hotel, Pune 411004	9822795110	Financial Executive
8	Saurabh Pradeep Hivrekar	692/11, Sukhada So, Chaphikar Colony, Pune 411037	7798700003	Financial Executive
9	Shubham Satish Dabhade	Near Jain Mandir, Gavthan Lonavala	9823561515	Marketing Executive
10	Sonal Padmakar Borode	A-11, Near Vikas Mitra Mandal, Karvenagar, Pune 411052	7841872530	Marketing Executive
11	Nikhil Babu Mate	101, Shram Safalya Niwas, Khadakwasla, Nr. Mayur Mitra Mandal, Pune 411052	9762873575	Marketing Executive
12	Prajyot Pradeep Patil	Ingale Nagar, Near Ambedkar Chowk, Karvenagar Pune 411052	9595101006	Marketing Executive
13	Ashish Chandrakant Kadam	At Post Vadgaon, Tal Karad, Dist. Satara 415109	9890139003	Marketing Executive
14	Rohit Gopinath Darade	randure Soc, Flat No. 208, Bhumkar Bridge, Narhe Gaon, Pune 411041	8390211114	Marketing Executive
15	Abhijit Babasaheb Godse	Datta Vihar Soc., Vadgaon Bk., Pune 411041	8275465115	Marketing Executive
16	Shishir Diliprao Dhokane	216 Ward No-1 At Post Poha Tal-Karanja	9623143435	Marketing Executive
17	Mahesh Manikrao Borde	Chaya Boys Hostel, Room No. 17, Near Sibar Kondwa Branch, Pune 411046	9049687369	Marketing Executive
18	Mohasin Mahevuv Sayyad	5th floor Sphruti Aagan Building Near Gold Gym Ambegoan 411046	9850577182	Financial Executive
19	Maqsood Ahmed SK Moosa	Quresh Nagar Shukat Ali Chowk Akot Dist Akola Pin-444101	9175843210	Marketing Executive
20	Rashmi Salunkhe	At Budhgaon, Tal Chopda Dist Jalgaon Maharashtra	9373617378	Marketing Executive
21	Shubham Jagtap	NA	8379947278	Marketing Executive
22	Shivani Sunil Mogare	Parvati Niwas, Ganpati Nagar Part 1, Malkapur Dist. Buldhana	8766763050	Financial Executive
23	Krishna Babaji Palwe	Chaitanya Nagari, Warje	8149656613	Marketing Executive
24	Aishwarya Vinay Deshmukh	C-2, 15, Dnyanganga Apts, Tukai Nagar, Vadgaon Bk, Pune 411041	9922673848	Marketing Executive



## Offer Letter

**Kshitij Panchawagh** <hrm@goelganga.in>  
To: moni.mehta17@gmail.com  
Cc: Director CPC Placement <directorcpc.placement@sinhgad.edu>, Sheetal Jadhav - Gaikwad <sheetaljadhav0607@sinhgad.edu>, Purnima Gadekar <hre@goelganga.in>

2 April 2019 at 15:1

Dear Ms. Monika,

This is with reference to your application and your subsequent interview you had with us, we are pleased to appoint you as "**Pre-Sales Intern**" with effect from **Thursday, 04th April 2019**.

You will be offered Gross salary of **Rs. 20,000/- (Rupees Twenty Thousand Only) Per Month**. All statutory deductions will be applicable as per standard norms.

You will be provided with job description and appointment letter separately on or after your joining date.

This offer is valid is **Thursday, 04th April 2019** and stands for cancellation if do not join on the date of joining.


You are expected to report at 10.00 am at Head Office on joining date with documents mentioned in "Annexure A".

Congratulations and best luck for your journey in Goel Ganga Development.

Please acknowledge & confirm the same

**Thanks**

**Kshitij Panchawagh**  
**Manager- HR**  
**Contact No - 99750 34005**  
**Goel Ganga Developments**  
**Camp, Pune**

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 **GOEL GANGA**  
**DEVELOPMENTS** image003.png  
10K



Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Awaiting for Result

Priya Jacob <priyajacob@nandedcitypune.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

8 July 2019 at 12:18

Dear Dr. Minase,

First and foremost it was a pleasure speaking to your students regarding their aspirations for their future. They are all very enthusiastic about learning things and based on these discussions we have decided to make them a part of our organisation. The first batch that we have selected consists of 23 students. So congratulations to you Sir and your team for nurturing them and making them so confident.

As discussed telephonically today, please find attached herewith a list of 23 students shortlisted by us for recruitment. We have spoken to all of them and upon their agreeing to join us as a part of our team we have prepared appointment letters which we would like to issue them either today or tomorrow.

It would be great if you could ask them to come and collect their appointment letter as per days mentioned as we would like to start their training from 10th July 2019.

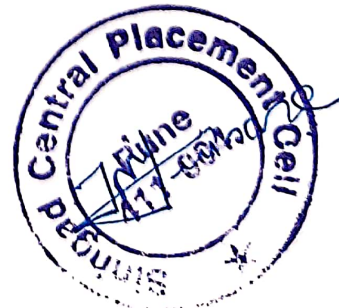
Kind Regards,

Priya Jacob  
Business Head - Marketing

Disclaimer:

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[Quoted text hidden]



1	Atul Bihishan Tanvar	Varanasi Soc, Gokul Nagar, Warje, Datta Villa Flat No. 7, Pune	9561479366	Financial Executive
2	Chetan Balaji Tekale	Flat No. 101, Charwad Nagar, Vadgaon Bk, Pune	7721098909	Financial Executive
3	Karan Arun Suryavanshi	Room No. 4, Samrath Boys Hostel Yeole Wadi, Kondwa Bk, Pune	9970525455	Financial Executive
4	Mrunal Tulsidas Yeolekar	Jijae Garden, Tapowan, Near Ram Mandir, Warje, Pune 411058	9730382558	Financial Executive
5	Riha Kiran Das	House No. 394, Bushi Dam, Lonavala, 410402	9049914288	Financial Executive
6	Pravin Deepak Kasat	A2-15, Near Reliance Mall, Erandawane, Pune-411004	9850641321	Financial Executive
7	Manasi Vivek Kakade	Society, 1, Bldg., No. 1/3 Durga Nagar, Behind Sahara Hotel, Pune 411004	9822795110	Financial Executive
8	Saurabh Pradeep Hivrekar	692/11, Sukhada So, Chaphlkar Colony, Pune 411037	7798700003	Financial Executive
9	Shubham Satish Dabhade	Near Jain Mandir, Gavthan Lonavala	9823561515	Marketing Executive
10	Sonal Padmakar Borode	A-11, Near Vikas Mitra Mandal, Karvenagar, Pune 411052	7841872530	Marketing Executive
11	Nikhil Babu Mate	101, Shram Safalya Niwas, Khadakwasla, Nr. Mayur Mitra Mandal, Pune 411004	9762873575	Marketing Executive
12	Prajyot Pradeep Patil	Ingale Nagar, Near Ambedkar Chowk, Karvenagar Pune 411052	9595101006	Marketing Executive
13	Ashish Chandrakant Kadam	At Post Vadgaon, Tal Karad, Dist. Satara 415109	9890139003	Marketing Executive
14	Rohit Gopinath Darade	randure Soc, Flat No. 208, Bhumkar Bridge, Narhe Gaon, Pune 411044	8390211114	Marketing Executive
15	Abhijit Babasaheb Godse	Datta Vihar Soc., Vadgaon Bk., Pune 411041	8275465115	Marketing Executive
16	Shishir Diliprao Dhokane	216 Ward No-1 At Post Poha Tal-Karanja	9623143435	Marketing Executive
17	Mahesh Manikrao Borde	Chaya Boys Hostel, Room No. 17, Near Sibar Kondwa Branch, Pune 411046	9049687369	Marketing Executive
18	Mohasin Mahevuv Sayyad	5th floor Sphruti Aagan Building Near Gold Gym Ambegoan 411046	9850577182	Financial Executive
19	Maqsood Ahmed SK Moosa	Quresh Nagar Shukat Ali Chowk Akot Dist Akola Pin-444101	9175843210	Marketing Executive
20	Rashmi Salunkhe	At Budhgaon, Tal Chopda Dist Jalgaon Maharashtra	9373617378	Marketing Executive
21	Shubham Jagtap	NA	8379947278	Marketing Executive
22	Shivani Sunil Mogare	Parvati Niwas, Ganpati Nagar Part 1, Malkapur Dist. Buldhana	8766763050	Financial Executive
23	Krishna Babaji Palwe	Chaitanya Nagari, Warje	8149656613	Marketing Executive
24	Aishwarya Vinay Deshmukh	C-2, 15, Dnyanganga Apts, Tukai Nagar, Vadgaon Bk, Pune 411041	9922673848	Marketing Executive





Corporate Office

Paras Agro Complex Damle Chowk, Near Santoshi Mala Mandir,  
Akola 444001 (India) Telefax : +91 724 2433717, 2431092, 2437817

CIN : U36912MH2012PTC232633

Date: 28<sup>th</sup> February 2019

Mr. Dhananjay Mokate  
Pune

**Subject: letter of offer of employment – Marketing Executive**

Dear Dhananjay,

We are delighted to offer you the position of Marketing Executive with Our Organization, DLite Blocks Pvt Ltd.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing.

Title: Marketing executive

Start date: 1<sup>st</sup> June 2019 (Probation)

Location: Ahmednagar, Beed, Osmanabad, Solapur region.

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

Sincerely,

Ankush Patni  
(Senior Marketing Head)  
DLite Blocks Pvt Ltd



Plant Address : 'Paras Deep', Survey No. 276, Near New Deepnagar Power Plant, Gram : Pimprisekam 425305,  
Ta : Bhusaval, Dist. Jalgaon (MS), Email : dliteblocks@gmail.com, Website : www.dliteblocks.com

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Corporate Office

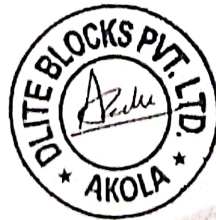
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CIN : U36912MH2012PTC232633

## CTC Structure

SALARY DETAILS		Monthly	Yearly
Basic Salary			
HRA		7500	90000
Conveyance Allowance		1500	18000
Education		1000	12000
Medical Reimbursement		1000	12000
LTA		0	0
Other / Special allowance/s		0	0
Gross Salary		8255	99060
Deductions:-		19255	231060
PF 12%		900	10800
ESI 1%		193	2311
PT		200	2500
Net Salary		17962	215449
BENEFITS:-			
PF (Employer's Contribution)	13%	975	11700
ESI (Employer's Contribution)	4%	770	9242
Incentive will be given as per performance			0
			0
TOTAL COST TO COMPANY		21000	252002

Thanks and Regards,

Ankush Patni  
(Senior Marketing Head)  
M/s. DLITE BLOCKS Pvt Ltd

Plant Address : 'Paras Deep', Survey No. 276, Near New Deepnagar Power Plant, Gram : Pimprisekam 425305,  
Ta : Bhusaval, Dist. Jalgaon (MS), Email : dliteblocks@gmail.com, Website : www.dliteblocks.com

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Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Feed back

sagar k.c <ndcconsultant06@gmail.com>

8 April 2019 at 18:49

To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Cc: Pooja Aparajita <pooja.aparajita.simca@sinhgad.edu>, SIMCA Placement Cell <simcaplacement2004@gmail.com>, newdivideorganisation@gmail.com

### A) Final Selected Candidates for joining on 15th April 2019 After today interview.

- 1) Aditi Bane : **Selected** but not sure about joining asking time we cannot wait more then 15 Th April.
- 2) Apeksha Nagawade : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April.
- 3) Komal Kamble : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April.
- 4) Payal Patil : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Anuja Kabra : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Sneha V Gholave : **Selected** will let us know tomorrow said by candidate kindly take the update about joining us on 15th April

### Rejected candidate after final rounds.

- 1) Vaidehi Pathak : Rejected in final interview casual approach and distance issue.
- 2) Amruta Chavan : Rejected confused comm skill not up to the mark no decision maker confidence is v low
- 3) Sushmadevi Janekar : Not came for 2nd round.
- 4) Anuja Kabra : Selected will let us know tomorrow said by candidate kindly take the update about joining us on 15th April
- 5) Shubham Shejwal : unprofessional attitude towards interview making gossip with other candidates spoiling other candidates waiting after hr asked him to leave behavior issues causal attitude towards hr managers not stable mind set
- 6) Pooja Nanda : Not came for 2nd round.
- 7) Apeksha Kamalaskar : Not came for 2nd round

Kindly check the feedback and revert.

We have vacancy for more **13 candidates** in HR PROFILE send candidates

As we have received 22 candidates from your side you have send list of 56 candidates but only 22 came out of that 6 selected rest candidates send tomorrow.



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1630252125920272905&simpl=msg-f:1630252125920272905> 1/2



Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

**RE: FINAL OFFERS: Edelweiss**

Nandini Pai &lt;Nandini.Pai@edelweissfin.com&gt;

14 July 2019 at 12:11

To: Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

Cc: Sheetal Deshmukh &lt;Sheetal.Deshmukh@edelweissfin.com&gt;, Nikita Pujari &lt;Nikita.Pujari@edelweissfin.com&gt;, Anchal Kohli &lt;Anchal.Kohli@edelweissfin.com&gt;

Dear Jayesh,

We are pleased to offer the role of 'Investment Advisor' to the below students from Sinhgad group of Institutes.

For non Pune locations, I have specified reporting location (for onboarding and initial training phase) and base location.

Student Name	Institute	Base Location	Reporting location
Pushkar Pramod Deodhar	Sinhgad Management Institute	Nashik	Nashik
Ms.Rukmini Punwatkar	Sinhgad Management Institute	Nagpur	Pune
Pratik Nagrare	SKNSSBM Pune	Nagpur	Pune

Request you to duly communicate the same to your students. We will reach out to them for joining formalities.

Regards,

Nandini

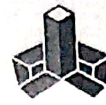
**From:** Nandini Pai - GWAM Corp**Sent:** Friday, July 12, 2019 4:33 PM**To:** 'Director CPC Placement' <directorcpc.placement@sinhgad.edu>**Subject:** FINAL INTERVIEW Schedule 13th July 2019

Dear Jayesh/ Sapna,

**FINAL Interview:** tomorrow 13<sup>th</sup> July 2019**Address:** Office No. 101 to 106 ,1st Floor,Siddharth TowerSr.No. 12, Hissa No. 3 BKothrud

11AM ONWARDS to meet Bimbsar Singh

<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1639014998327491951&simpl=msg-f:1639014998327491951> 1/3



Corporate Office  
Paras Agro Complex Damle Chowk, Near Santoshi Mata Mandir,  
Akola 444001 (India) Telefax : +91 724 2433717, 2431092, 2437817

CIN : U36912MH2012PTC232633

Date: 28<sup>th</sup> February 2019

Mr. Suraj Nalke  
Pune

**Subject: letter of offer of employment – Marketing Executive**

Dear Suraj,

We are delighted to offer you the position of Marketing Executive with Our Organization, Dlite Blocks Pvt Ltd.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

The following points outline the terms and conditions we are proposing.

Title: Marketing executive

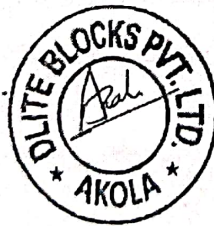
Start date: 1<sup>st</sup> June 2019 (Probation)

Location: Nagpur, Chandrapur, Wardha, Yavatmal region

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

Sincerely,

Ankush Patni  
(Senior Marketing Head)  
Dlite Blocks Pvt Ltd



Plant Address : 'Paras Deep', Survey No. 276, Near New Deepnagar Power Plant, Gram : Pimprisekam 425305,  
Ta : Bhusaval, Dist. Jalgaon (MS), Email : dliteblocks@gmail.com, Website : www.dliteblocks.com

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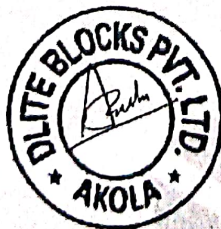
Corporate Office

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Akola 444001 (India) Telefax : +91 724 2433717, 2431092, 2437817

CIN : U36912MH2012PTC232633

CTC Structure			
SALARY DETAILS			
		Monthly	Yearly
Basic Salary			
HRA		7500	90000
Conveyance Allowance		1500	18000
Education		1000	12000
Medical Reimbursement		1000	12000
LTA		0	0
Other / Special allowance/s		0	0
Gross Salary		8255	99060
Deductions:-		19255	231060
PF 12%		900	10800
ESI 1%		193	2311
PT		200	2500
Net Salary		17962	215449
BENEFITS:-			
PF (Employer's Contribution)	13%	975	11700
ESI (Employer's Contribution)	4%	770	9242
Incentive will be given as per performance			0
			0
TOTAL COST TO COMPANY		21000	252002

Thanks and Regards,

Ankush Patni  
(Senior Marketing Head)  
M/s.Dlite Blocks Pvt LtdPlant Address : 'Paras Deep', Survey No. 276, Near New Deepnagar Power Plant, Gram : Pimprisekam 425305,  
Ta : Bhusaval, Dist. Jalgaon (MS), Email : dliteblocks@gmail.com, Website : www.dliteblocks.com



**Bandhan Bank**  
Aapka Bhala, Sabki Bhalai.

**Bandhan Bank Limited**

Head Office: DN 32, Sector V, Salt Lake City, Kolkata 700 091 | CIN: U67190WB2014PLC204622  
Phone: +91-33-6609 0909, 4045 6456 | Fax: 033 6609 0502 | Website: www.bandhanbank.com

**PRIVATE AND CONFIDENTIAL**

**Ref. No.: BBL/HR/22457/2018-19**

**Date: 11/01/2019**

**Ms. Tanvi Nanda  
Flat no.-17/18,  
Anmol Valley-1,  
Tidke Nagar,  
Nasik-422008.**

**LETTER OF APPOINTMENT**

Dear Ms. Nanda,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Nashik Branch under Pune Cluster at Assistant Manager grade.**

You shall be required to join the Bank on or before **2-May-2019.**

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **19-Jan-2019**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,

  
**Santanu Banerjee**  
Head – Human Resources

*Accepted*  


**ANNEXURE I****TERMS AND CONDITIONS OF EMPLOYMENT****1. Appointment**

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Nashik – Pune Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your MBA / PGDM **in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30<sup>th</sup> September, 2019.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

**2. Probation & Confirmation**

2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such





period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

### 3. Leave

3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

### 4. Termination

4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his/ her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

**5. Confidentiality & Employment Policy**

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your





work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

**6. Disclosure of Information**

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

**7. Intellectual Property Rights**

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your





duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

## 8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II ("Compensation")** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

## 9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

## 10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

**13. Health Check-up**

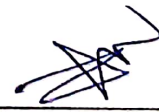
You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For Bandhan Bank Limited

  
Santanu Banerjee  
Head – Human Resources

Agreed and Accepted: TANVI NANDA  
(Candidate Name)

  
(Candidate Signature)

**ANNEXURE II – Compensation Details****Confidential**Candidate Name: Tanvi NandaGrade: Assistant ManagerPosition Name: Customer Relationship Officer (MT)Location: Nashik – Pune Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 10,920	₹ 1,31,044
HRA	₹ 5,460	₹ 65,522
Special Allowance	₹ 10,770	₹ 1,29,246
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,000	₹ 12,000
Child Education Allowance	₹ 200	₹ 2,400
<b>Gross Salary</b>	<b>₹ 31,201</b>	<b>₹ 3,74,412</b>
PF(Employer Contribution)	₹ 1,436	₹ 17,232
Gratuity	₹ 525	₹ 6,303
Insurance Valuation - AM / DM	₹ 171	₹ 2,052
<b>Cost to Company(CTC)</b>	<b>₹ 33,333</b>	<b>₹ 4,00,000</b>

# Payable as per the Payments of Gratuity Act.

**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Awaiting for Result

Decision Databases <admin@decisiondatabases.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

15 November 2018 at 13:44

Hello,

We have selected these three candidates -

Harshwardha  
Aysuhi D  
Mrunal.  
[Quoted text hidden]





Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

**Sinhgad Management Institutes List - Manyatech India**

8 April 2019 at 14:39

VIDHI LOKHANDE <vidhi.manyatech@gmail.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Rajiv Ranjan <rajiv.ranjan@manyatech.net>

Dear Madam

Greetings From Manyatech India!

This is with the ref from telephonic conversation we would like to inform that the Placement interviews as per the date and time is done. we have selected one of your student. The joining date is on 1st June 2019. Please revert back with confirmation mail from your student as well as fr placement cell.

The selected student name as follows:

1) NITHRUDKAR MANOJ RAMCHANDRA

If any query fell free to contact us.

Regards,  
Vidhi  
(CRM)  
Mob No:7028045887

[Quoted text hidden]



CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India  
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.  
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.  
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Date: July 23, 2019**

**Private & Confidential**

**Amol Pandhawale.**

**Near amba mata mandir tirnga chauk.**

**Pune,**

**Maharashtra,**

**India - 411043**

**Document ID – bcc4e104-9be7-5607-b866-95472dc8623d**

**Dear Amol ,**

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCLTech” or “Company”)** as **Analyst**. You are required to report on April 19, 2023 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, PuneSEZ- Mekong 3F-7F,EmbassyTechZone-SS.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- sagardo@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

1

SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- **Probation** - You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.

CIN : U72900DL2012FTC229698

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- **Performance and Compensation Reviews** - Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your annual performance appraisal and compensation review will be initiated on completion of your anniversary (12 months from date of joining HCLTech) and subsequently compensation review will be aligned and effected from the first day of the subsequent quarter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**
- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- **Employment of Relatives-** At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

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SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

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- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

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SIGNATURE OF EMPLOYEE

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- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers

CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

**Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.**

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

**For Statestreet HCL Services**

**Amrita Das**  
DEBASIS SARKAR  
SENIOR VICE PRESIDENT

**This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.**

7

SIGNATURE OF EMPLOYEE

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

### **DECLARATION**

I, Amol Pandhawale., hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCLTech will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

### Annexure II

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCLTech

S.No.	Particulars (To be submitted to the Recruiter)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official’s (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer’s active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

#### List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)

S. No	Document Name
-------	---------------

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 <sup>th</sup> Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings are will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCLTech Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCLTech Onboarding team within 7 days of your date of joining, either in person or through courier.

### **Location of HCLTech Onboarding Team for joining formalities:**



S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).

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Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

### Annexure III

#### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

**BASIC SALARY** The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**House Rent Allowance (HRA)** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**Food Wallet** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

**Compensatory Allowance** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**Medical Insurance** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer- sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**  
*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*  
The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.  
\*The percentage and amount is in compliance with the current PF Act.

### **Gratuity**

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Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

### ANNEXURE IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

#### 1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

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Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

## 2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as “**Prior Inventions**”), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as “**Inventions**”), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are

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protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws

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of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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SIGNATURE OF EMPLOYEE

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

### **7. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 8. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.



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9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

Amol Pandhawale

July 23, 2019

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of*

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SIGNATURE OF EMPLOYEE

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*taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

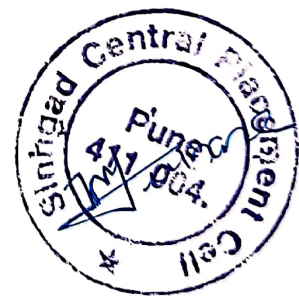
Please find name of the selected candidates from our side.

S.No	Full name of the students ( First-middle-last)	Major Speciallization	MBA/PGDM	MBA% of Marks
1	Ajay Namdeo Ade	Marketing	MBA	61
2	Akshay Ramesh Maldhure	Operations	MBA	66%
3	AMIT ABHIMANYU MATE	MARKETING	MBA	65%
4	ASHISH RAJENDRA MANKAR	MARKETING	MBA	61.12
5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
10	PRASAD VITTHAL KHADTARE	MARKETING	MBA	57
11	SACHIN VASANTHKUMAR NAIR	Operations	MBA	70
12	SAMEER UTTAMRAO SONONE	MARKETING	MBA	60.56
13	Shubham Pandurang Potraje	OPERATION	MBA	64.8
14	Toge Yogesh Subhashrao	Marketing	MBA	59
15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



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4:207 PM



## Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>

### Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

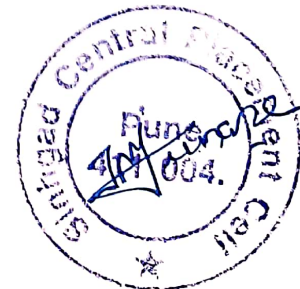
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Status - Ishan Paranjpe

Vyas, Helly (Citco) <HeVyas@citco.com>

6 May 2019 at 16:45

To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Cc: "Bangal, Deepak (Citco)" <DBangal@citco.com>, "Majila, Piyush (Citco)" <PMajila@citco.com>

Hi Team,

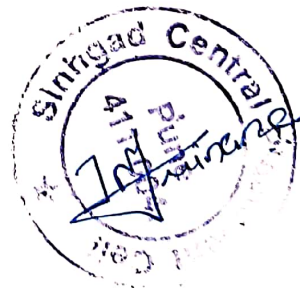
Ishan Paranjpe is a final select. He would receive a mail for documentation shortly.

Regards,

Helly

[Quoted text hidden]

[Quoted text hidden]





June 4, 2019

**Chinmay Suresh Patil**

**19000HQD**

**Ref No:**

Dear Chinmay,

We are pleased to make an offer to you as "**Senior Officer**" within **Retail Bank–Retail Liabilities** function at IDFC FIRST Bank Limited (the "Bank"). You shall join the Bank on or before **November 11, 2019** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **Rs. 340,000** per annum. Details maybe referred in Annexure A. The position is currently based at **Pune**.

Your final appointment is subject to your being medically fit to perform your role effectively. It is also based on verification of information and particulars submitted by you, including the signed **AUTHORIZATION / UNDERTAKING / DECLARATION FORM.**

You are requested to within ten (10) working days of the date of this letter ("Letter of Intent").

A. Complete the following joining formalities on the authorized online portal of IDFC FIRST Bank and submit the documents as required by the Bank, including,

- i) Certificates in support of your highest educational and/or professional qualifications,
- ii) Proof of date of birth,
- iii) Certificates in support of your previous employments,
- iv) Your recent passport size photograph,
- v) Copy of your resignation duly accepted by your current employer.

B. Acknowledge the receipt of this Letter of Intent by responding with your consent.

Please note that you are required to keep the details of the salary & other perquisites / benefits offered to you, strictly confidential and not to share information regarding the same with anyone.

We look forward to a successful and pleasant association with you at IDFC FIRST Bank.

Warm Regards,  
**Human Resources**

## Annexure "A"

## COMPENSATION DETAILS

<b>Employee Name</b>	<b>Chinmay Suresh Patil</b>
<b>Designation</b>	<b>Sales Officer-CA</b>
<b>Grade</b>	<b>Senior Officer</b>
<b>Business Unit</b>	<b>Retail Bank-Retail Liabilities</b>
<b>Location</b>	<b>Pune</b>

<b>Components</b>	<b>Per month (in Rs.)</b>	<b>Per annum (in Rs.)</b>
Basic	5,667	68,000
Flexible Benefit Plan	20,867	250,400
Annual Guaranteed cash	26,533	318,400
<b>Employer's PF</b>	1,800	21,600
<b>Total Fixed Pay</b>	<b>28,333</b>	<b>340,000</b>

<b>Monthly net take home (in Rs.)</b>	
Annual Guaranteed Cash	26,533
Employee's contribution to Provident Fund	1,800
Professional Tax	200
<b>Net take home before tax (in Rs.)</b>	<b>24,533</b>

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

**Notes:**

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Bank to the fund.
- Gratuity will be applicable as per the Payment of Gratuity Act.

## GENERAL TERMS OF EMPLOYMENT

The following are the general terms and conditions of employment at IDFC. ("General Terms"). For the purpose of the General Terms, "IDFC Group" or "Firm" or "Company" shall mean IDFC and all its subsidiaries, associate or group companies.

1. **Place of Posting:** Your joining location will be the same as mentioned in the Letter of Intent. However, during your employment you may be posted / transferred to any of the offices / projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Company, existing or to be set up at any other location, without any additional remuneration, in the interest of the Company without assigning any reasons.
2. **Leave Entitlement:** You shall be eligible for holidays and leave as per the Company leave policy.
3. **Total Fixed Pay:** The entitlements of your Total Fixed Pay are subject to IDFC Group policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related laws. Any increase in Total Fixed Pay, in no case, shall be automatic and/or a matter of right.
4. **Performance Bonus/ Incentive Payments:** The Company may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Company Policy.
5. **Medical Fitness & Verification of Particulars:** Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties you are required to inform HR about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Company, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre employment declaration or any such document are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
6. **Normal Retirement Age:** You will automatically retire from the service of the Company, as the case may be, on attaining the retirement age of 58 years or as decided by the Company.
7. **Compliance:** During the continuance of your employment with the Company, you are expected to comply with the Company's Code of Conduct, policies, practices and procedures.
8. **Notice Period:** Either party may terminate this employment agreement by giving Ninety (90) days' notice in writing or any payment arising in lieu of shortfall of notice, acceptance or waiver, will be at the sole discretion of the Company.
9. **Termination of Employment Agreement:**
  - ◆ 9.1. If you absent yourself without leave for continuous five (5) days, or as per norms of the Company which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you.
  - ◆ 9.2. 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, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the company, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Company will not be liable to give any notice or payment in lieu thereof.
  - ◆ 9.3. The Management has the right to terminate your services for any reasons other than mentioned in the General Terms by giving notice of three (3) months in writing or payment of Total Fixed Pay (excluding retiral and other non-cash benefits)
10. **Non Conflict of Interest and No External Employment:** You will not, during your employment with the Company, except with the specific approval of the Company, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Company. Assignments of social, charitable, literary, religious work or board membership of any other company can be pursued with prior approval. Pecuniary benefits of more than 1% of Total Fixed Pay to be either declined or donated to the IDFC Foundation.
11. **Your date of birth** mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

IDFC FIRST Bank Limited (formerly IDFC Bank Limited)

Naman Chambers, C-32, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051 Tel: +91 22 7132 5500 Fax: +91 22 2654 0354

Registered Office: KRM Towers, 7th Floor, No.1, Harrington Road, Chetpet, Chennai 600031 Tel: +91 44 4654 4000 Fax: +91 44 4564 4022

CIN: L65110TN2014PLC097792 bank.info@idfcbank.com



1/15/24, 2:31 PM

Sinhgad Technical Education Society Mail - Awaiting for Result



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Awaiting for Result

**APARNA GARG** <Aparna.Garg@futuregenerali.in>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: SANMITRA MALLICK <Sanmitra.Mallick@futuregenerali.in>

15 April 2019 at 11:43

Hi Team,

Nrusinh Patil is also selected with us.

His campus name as recorded with us as SKNSSBM. Hence the confusion.

Please share the name of the other student to help us check the same.

Regards,  
Aparna

**From:** Director CPC Placement <directorcpc.placement@sinhgad.edu>

**Sent:** Monday, April 15, 2019 11:31:40 AM

**To:** APARNA GARG

**Cc:** SANMITRA MALLICK

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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1630859505891381788&simpl=msg-f:1630859505891381788> 1/1





Director CPC Placement <directorcpc.placement@sinhgad.edu>

**Sinhgad Management Institutes List - Datacore Technologies Pvt Ltd**

Prakash Jadhav <prakash.j@dcotech.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Ravi Panicker <ravipanicker@sinhgad.edu>

Hi,

We have offer Payal Patil and her DOJ will be 22<sup>nd</sup> April 2019, Please ask her to report.

Kindly share some more good profiles for FZF if any as I sww the student are very much average on their communication skill.

Thanks & Regards,

Prakash Jadhav

Alp Consulting Ltd / Datacore Technologies Pvt Ltd

Mob: 09766694937 / 9423152611 Address: 203,204, 2nd floor Eden hall, next to Symbiosis, Model Colony,

Tel: 020-67426100 Shivaji Nagar, Pune - 411016.

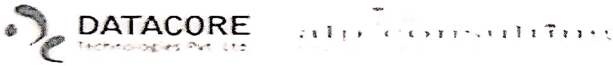
Email - prakash.j@alpconsulting.in Web: http://www.alpconsulting.in

prakash.j@dcotech.com http://www.dcotech.com

Office Locations:

India - Bangalore, Hyderabad, Chennai, Pune, Mumbai, Noida

International - Japan, China, Singapore, Hong Kong, Australia, Indonesia, Vietnam, Dubai, Brazil, USA



**From:** Director CPC Placement [mailto:directorcpc.placement@sinhgad.edu]  
**Sent:** 15 April 2019 16:19  
**To:** Prakash Jadhav  
**Cc:** Ravi Panicker  
**Subject:** Re: Sinhgad Management Institutes List - Datacore Technologies Pvt Ltd

Dear Prakash,

We request you to schedule the HR round at the earliest.

Regards,  
Team Member  
Central Placement Cell

Sinhgad Management Institutes.

Working Hours: Mon- Fri | 10:00 am - 0:00 pm.

Sinhgad Central Placement Cell

4th floor, Sinhgad Institute of Management Building,  
Sri No. 44/1, Vadgaon Bk. Off. Sinhgad Road, Pune - 411041

Email id directorcpc.placement@sinhgad.edu | URL: www.sinhgad.edu |

Sapna Aher - 9552510911 / Priyanka Parande - 9552569561/Shweta Pawar - 9552510910





Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Awaiting for Result

Yuvraj Patil Biojobz &lt;yuvraj@biojobz.com&gt;

2 April 2019 at 15:59

To: Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

Dear Priyanka,

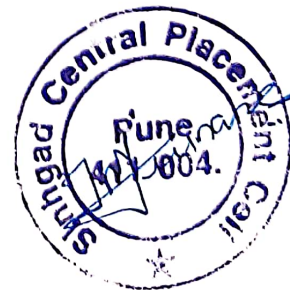
Greetings from Biojobz!

Thank you for the co-ordination. Further to our discussion we have selected Priyanka Patil from your campus.

We would like to offer Priyanka as per below Annexure kindly confirm the same so that we can proceed further.

Compensation Details	Amount INR	
	Monthly	Annually
Basic + DA	9000	108000
HRA	4000	48000
Medical Allowance	2000	24000
Conveyance	2000	24000
City Allowance	3000	36000
<b>Gross Monthly CTC / Total Fixed CTC</b>	<b>20000</b>	<b>240000</b>

- Regards,  
Yuvraj Patil  
[Quoted text hidden]





Director CPC Placement <directorcpc.placement@sinhgad.edu>

## List of SMI Students - OPPO Mobile

3 June 2019 at 17:06

**Supriya Ghadge** <supriya.ghadge@inlead.co>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: shipra shrivastava <shipra.shrivastava@oppomu.in>

Dear Priyanka,

Following is the final list of candidate's who have been selected and their joining date is also mentioned below, kindly inform the candidate's accordingly and also on 11<sup>th</sup> June'19 they need to report at Koregaon Park office at 10am with their documents mentioned below:-

SR.NO	NAME	Number	DESIGNATION	DOJ
1	VIPUL JAYAWANT PATIL	8237504847	MT	11th June'19
2	KAPIL VASANT BANSODE	8805905097	MT	11th June'19
3	SUMIT VIVEK BHALEKAR	9545534477	MT	11th June'19

### Documents required:-

- Academic Testimonials (10th, 12th, Graduation, PG)
- Professional Certifications Degree documents (If Any)
- Technical Certifications documents (If Any)
- Passport Size Color Photographs – 3 Nos.
- Identity Proof (Driving License, Passport, Ration Card etc.)
- PAN Card (**Compulsory**)
- Bank Account Details (Cancelled Cheque)
- Residence Proof (Permanent Address)
- Only E-Adhar card is acceptable with full DOB mentioned. (**Compulsory**)



Thanks & Regards

Supriya Ghadge

<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1635319082393035110&simpl=msg-f:1635319082393035110> 1/2



Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Your Visit to Sinhgad Management Institutes - 21st Dec 2018 - DHL SmarTrucking.

Akshata Nagwekar (DHL IN) <akshata.nagwekar@dhl.com>

24 December 2018 at 19:00

To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

Cc: "Pradnya Jadhav (DHL IN), external" <pradnya.jadhav@dhl.com>, "Amrita Srivastava (DHL IN), external" <amrita.srivastava@dhl.com>, "Ankit Sabharwal (DHL IN)" <ankit.sabharwal@dhl.com>

Dear Sapna,

Below are the shortlisted candidates

- Akshay Tekale
- Abhilash Patle

Kindly confirm on the DOJ

CTC/Location would be shared shortly

[Quoted text hidden]





## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

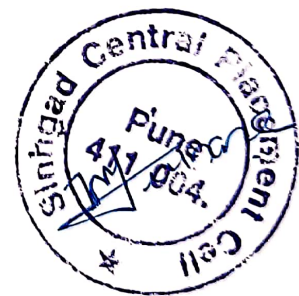
Please find name of the selected candidates from our side.

S.No	Full name of the students ( First-middle-last)	Major Speciallization	MBA/PGDM	MBA% of Marks
1	Ajay Namdeo Ade	Marketing	MBA	61
2	Akshay Ramesh Maldhure	Operations	MBA	66%
3	AMIT ABHIMANYU MATE	MARKETING	MBA	65%
4	ASHISH RAJENDRA MANKAR	MARKETING	MBA	61.12
5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
10	PRASAD VITTHAL KHADTARE	MARKETING	MBA	57
11	SACHIN VASANTHKUMAR NAIR	Operations	MBA	70
12	SAMEER UTTAMRAO SONONE	MARKETING	MBA	60.56
13	Shubham Pandurang Potraje	OPERATION	MBA	64.8
14	Toge Yogesh Subhashrao	Marketing	MBA	59
15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



Most preferred single window cargo management & logistic solutions provider

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Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
 Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

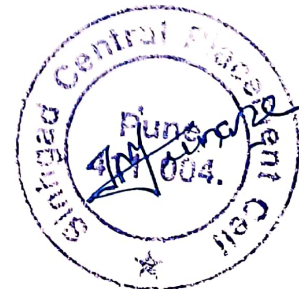
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
 Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai





PRIVATE AND CONFIDENTIAL

**Reference No. – 1384960346**

**Applicant ID - 3982803**

13-May-2019

Atul Ranjan

Dear Atul,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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



**Reference No. – 1384960346**

**Applicant ID - 3982803**

13-May-2019

Atul Ranjan

Dear Atul

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in Branch Banking at PUNE - NAVIPETH\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

**Reference No. - 1384960346**

Atul Ranjan

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1384960346**

Atul Ranjan

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1384960346**

Atul Ranjan

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

**Reference No. - 1384960346**

Atul Ranjan

**Annexure: \_**

## Remuneration:

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1384960346**

Atul Ranjan

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Atul Ranjan

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 13-May-2019





Date: 29-Aug-19

Mr. Hitesh  
Pune/Chinchwad 1

**Subject: Offer Letter**

Dear Hitesh,

We are pleased to offer you in our organization as **Executive– Client Acquisition** with effect from **03-Sep-19** or the date of your reporting, whichever is later on the following terms & conditions: -

That your Annual Compensation will be Rs. **252600/-** as per attached herewith as “Annexure – 1”.

- During the course of your tenure of employment, you will be deputed to work with our client “**INDIAMART INTERMESH LTD**” at “**Pune/Chinchwad 1**”, and you shall follow rules, procedure, practices & decorum, regularly & punctually prescribed by the client concerned.
- Organization reserves the rights to transfer you to and / or utilize your services in any of the company’s offices (Current or Future), work sites or assisted or affiliated Companies located within the country.
- Leaves & holidays will be applicable as per policies prevalent in the company.
- Performance Evaluation: The management of the Client shall have exclusive right to evaluate your performance at any time during the term of your contract employment.
- On the day of joining, you are requested to contact **Amit Palariya** working with us as Manager – Talent Acquisition for completion of your joining formalities and induction. He could be contacted @ **8800688039**.
- Spectrum Talent Management Pvt. Ltd. (STMPL), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. In case any representative of STM demands any amount against helping him/her to get a job with its customer/s, you are hereby advised not to entertain any such demand. Further, you are requested to bring any such incident to the notice of STM by reporting it to Email ID.
- Kindly sign the copy of this letter as a token of acceptance of this offer. A detailed Letter of Appointment setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.



## SPECTRUM TALENT MANAGEMENT (P) LTD.

- On the day of joining, please carry all your original documents along with you for physical verification as below with the acceptance of this offer letter.
  1. Offer Letter
  2. Proof of age (birth certificate/ class 10th certificate)
  3. Proof of all qualification
  4. Proof of Permanent Address (Any one – Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
  5. Aadhar Card
  6. Identity Proof (Any One -Passport/ Permanent Driving license/ Voter ID)
  7. PAN Card
  8. Relieving letter/ Experience letter/ Letter of Appointment along with Resignation Letter from all previous employers
  9. Latest salary slip / Bank statement reflecting Salary credit from Employer (if applicable)
  10. 4 recent passport size photographs
  11. Cancel Cheque Copy or Bank Statement (Existing Saving Account)
- Please Note – It is mandatory to get all the original documents verified within 4 weeks from your Date of joining. In case of failure, your employment will be terminated with immediate effect.
- Should you have any queries, please feel free to contact **Mr. Amit Palariya @ 8800688039**
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

We wish you all the best!!

With warm regards

**For Spectrum Talent Management.**

**Candidate Acceptance**

For Spectrum Talent Management Pvt. Ltd.  
  
Authorized Signatory

**Authorized Signatory**

**(Signature)**



**Annexure – I**

**Name: Mr. Hitesh**

**Designation: Executive- Client Acquisition**

**Date of Joining: 03-Sep-19**

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	15010	180120
HRA	5190	62280
Bonus	850	10200
<b>CTC</b>	<b>21050</b>	<b>252600</b>

\* Please note that the above mentioned salary is inclusive of the deductions as per statutory requirements.

\*Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961.

\* You are entitled to a retiral benefit of gratuity as per the provision of “Payment of Gratuity Act, 1972”. The amount indicated is equivalent to 15 days’ basic salary on a basis of 26 days in a month, for every completed year, as part thereof, in excess of 6 months. The payment shall be contingent upon continuous service of 5 years with the Company.

**\*\* Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

**Group Accidental Insurance:**

You will be entitled to Accidental Insurance Coverage as per company policy.

**Group Term Insurance:**

You will be entitled to Term Insurance Coverage as per company policy.

**NOTE:** This Statement is only for the purpose of information and is illustrative in nature.

**For Spectrum Talent Management Pvt. Ltd.**

**Candidate Acceptance**

For Spectrum Talent Management Pvt. Ltd.  
  
Authorized Signatory

**(Authorized Signatory)**

**(Signature)**

Mr.Akshay Vijay Renuke.

Siddhesh Appartment, Bhavani Peth Pune, Maharashtra, 411042

## Offer Letter

Dear Akshay,

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

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. Your office address will be eClerx Services Limited, Block No.1, 5th Floor, Quadron Business Park Limited, Rajiv Gandhi Infotech Park, Plot N. 28 Hinjewadi Phase II, Pune – 411057, Maharashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **April 12, 2019** .
5. Your Cost to the Company will be **INR 219,180** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1,400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 Days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:  
You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.
  - a. Four passport size color photographs.

- b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
  - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
  - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
  - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
  - f. One photocopy of passport / driving license etc. for photo ID.
  - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
  - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Clauses:

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

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

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

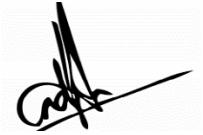
**We welcome you to the eClerx family and wish you a successful career with us.**

Yours Truly,

Accepted By

**For eClerx Services**

**Akshay Vijay Renuke.**



**Andrews Simon**  
**Associate Principal – Human Resources**

## Annexure I

**Name:** Akshay Vijay Renuke.  
**Designation:** Analyst  
**Date of Joining:** April 12, 2019

<b>SALARY OFFER BREAK-UP</b>	<b>Amount (INR)</b>	<b>Annual Amount(INR)</b>
Basic Pay	8,456	101,472
House Rent Allowance	423	5,076
Leave Travel Allowance	0	0
Other Allowance	3,766	45,192
Bonus	2,800	33,600
<b>Monthly Fixed Compensation</b>	<b>15,445</b>	<b>185,340</b>
Retiral Fund	1,467	17,604
<b>Monthly Total Compensation</b>	<b>16,912</b>	<b>202,944</b>
<b>Annual Total Compensation</b>		<b>202,944</b>
Performance Bonus	1,353	16,236
<b>Cost To Company</b>	-	<b>219,180</b>
Gratuity	-	4,881
<b>Total Cost To Company</b>	-	<b>224,061</b>

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

### Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs.100,000.
5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

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

**Mumbai and Pune Location - [candidateexperience\\_eclerx@eclerx.com](mailto:candidateexperience_eclerx@eclerx.com) or contact, Hema Nair (7709052664).**

**Chandigarh Location - [Recruitment\\_Managers@eclerx.com](mailto:Recruitment_Managers@eclerx.com) or contact, Tara Sharma (9780009693)**

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



**Offered By: Andrews Simon**  
**Designation: Associate Principal– Human Resources**  
Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_





Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Awaiting for Result

kjai@ups.com <kjai@ups.com>

7 May 2019 at 16:53

To: directorcpc.placement@sinhgad.edu

Cc: ktamanna@ups.com, shaikhmohsin@ups.com, jaggishubham@ups.com, jneha@ups.com, sarkateakshay@ups.com

Dear Sir/Mam ,

Please find below list of selected candidates .

Name
SHRADHA KARANDE
VEDANT KHADKIIKAR
ANJU S PILLAI
MANISH SEWANI
DIPENDRA SHENDE
JINMARIA ALIAS

Regards,

Jai Kumar

HR Officer(GBS, Pune)

UPS Logistics Pvt Ltd

Wing A & B, 1st Floor, SEZ,

Cyber City, Magarpatta,

Mundwa – Hadapsar Road,

Pune – 411013

Phone: +91 20 67275600 – Ext. 5776



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1632872113762259137&simpl=msg-f:1632872113762259...> 1/18



Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

**Brose India || Final Round**

Raj, Natasha &lt;Natasha.Raj.temp@brose.com&gt;

23 September 2019 at 09:32

To: Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;, Priyanka Karande &lt;karandepriyanka@sinhgad.edu&gt;

Cc: "Varma, Rashmi" &lt;Rashmi.Varma.extern@brose.com&gt;

Hello Dr. Jayesh and Priyanka,

We feel happy to update you that after all the rounds of interviews, we have found Mr. Shikhar Sharma suitable for the position and will be making a formal the offer to him. He will be joining us on 01-Oct-2019.

Though Ms. Neha Randad and Mr. Simraan Churigar were also good candidates, but unfortunately we can't go ahead with them. We wish all the very best to them for their future endeavors.

Also, a big thank you to you all for your support. ☺

We wish to collaborate with you in the future as well for more openings.

With Best Regards,

Natasha

**From:** Director CPC Placement <directorcpc.placement@sinhgad.edu>

**Sent:** Wednesday, September 11, 2019 4:51 PM

**To:** Raj, Natasha <Natasha.Raj.temp@brose.com>

**Cc:** Priyanka Karande <karandepriyanka@sinhgad.edu>; Varma, Rashmi <Rashmi.Varma.extern@brose.com>

**Subject:** Re: Brose India || Final Round

Dear Natasha,

Thankyou for the shortlist and interview details.

We have informed the students accordingly.

Regards,  
Dr. Jayesh L Minase

Dean (7391076428)  
Central Placement Cell

Sinhgad Management Institutes.



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1645437348014584058&siml=msg-f:1645437348014584...> 1/16

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 09/02/2019

**Kishan Kumar**  
**S/O: housing, Indapur, 413114**

**Subject: Offer Letter**

**Dear Kishan Kumar ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Relationship Manager - PSF Core, Balic Direct in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

1. You shall be based at **Baner** .
2. You will report to **Ambrish Daptardar**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by 02/02/2023. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- a) Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- b) Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the

earliest. **For Bajaj Allianz Life Insurance Company Ltd.**

**Authorized Signatory**

319043/203460/Tanmay Rajesh Kshirsagar/52931

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789 Toll Free no.: 1800 209 7272 | Email: [customer care@bajajallianz.co.in](mailto:customer care@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

LIFE GOALS. DONE.



Bajaj Allianz Life Insurance Co. Ltd.

<b>ANNEXURE A: CTC Break Up</b>			
<b>COMPENSATION BREAK UP SHEET</b>			
Date: <b>09/02/2019</b>			
Name:	<b>Kishan Kumar</b>		
Department:	PSF Core		
Designation:	STM		
Band:	GB2 A		
Location Code:	Baner	Location: Baner	
<b>S. No.</b>	<b>Components</b>	<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Fixed Basic	8,400.00	100,800.00
2	Minimum HRA	4,200.00	50,400.00
3	Conveyance Allowance	0.00	0.00
4	Telephone Allowance	2,000.00	24,000.00
5	Statutory Bonus	1,680.00	20,160.00
6	Flexible Benefits	10,308.00	123,696.00
7	Company's Provident fund contribution	1,800.00	21,600.00
8	Gratuity as per the Act	404.00	4,848.00
9	Total Fixed	<b>28,792.00</b>	<b>345,504.00</b>
	Total Fixed CTC in Words	<b>345,504.00(Three Lacs forty five thousand Five hundred and four only)</b>	

319043/203460/Tanmay Rajesh Kshirsagar/52931

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789 Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

## OFFER LETTER

Date: 10/10/2018

Rajendra Solankar  
SKN SS BM

Dear Rajendra


**Welcome to the DMart family!**

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

We eagerly look forward to having you on board. Your date of joining would be 18<sup>th</sup> June 2019. Any change would be communicated to you in due course.

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

We wish you a long and successful career with us!

  
Human Resources  
Avenue Supermarts Ltd. (D-Mart)

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

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

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

Acceptance

ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: Rajendra Solankar NAME: Rajendra Bhiva Solankar DATE: 11/10/2018

**Reference No. – 1375126875**

**Applicant ID - 3082893**

17-May-2019

Prachi Dashrath

Sonkusre.

Dear Prachi,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

**Reference No. – 1375126875**

**Applicant ID - 3082893**

17-May-2019

Prachi Dashrath

Sonkusre.

Dear Prachi,

We are pleased to make you an offer of appointment as Relationship Manager in ICICI Bank. You will be placed in Branch Banking at PUNE – Ravivar peth

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

Reference No. - **1375126875**

Prachi Dashrath

Sonkusre.

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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



Reference No. - **1375126875**

Prachi Dashrath

Sonkusre

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.

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

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Regd. Office : ICICI Bank Tower,  
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- d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

Reference No. - **1375126875**

Prachi Dashrath

Sonkusre

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1375126875**

**Annexure: \_**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

Reference No. - **1375126875**

Prachi Dashrath

Sonkusre

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
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Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Prachi

Dashrath Sonkusre

Position: Relationship Manager

Group: RETAIL BANKING GROUP

	Relationship Manager	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date : 17-May-2019**



## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

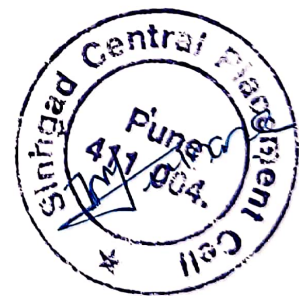
Please find name of the selected candidates from our side.

S.No	Full name of the students ( First-middle-last)	Major Speciallization	MBA/PGDM	MBA% of Marks
1	Ajay Namdeo Ade	Marketing	MBA	61
2	Akshay Ramesh Maldhure	Operations	MBA	66%
3	AMIT ABHIMANYU MATE	MARKETING	MBA	65%
4	ASHISH RAJENDRA MANKAR	MARKETING	MBA	61.12
5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
10	PRASAD VITTHAL KHADTARE	MARKETING	MBA	57
11	SACHIN VASANTHKUMAR NAIR	Operations	MBA	70
12	SAMEER UTTAMRAO SONONE	MARKETING	MBA	60.56
13	Shubham Pandurang Potraje	OPERATION	MBA	64.8
14	Toge Yogesh Subhashrao	Marketing	MBA	59
15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1629337553232905672&siml=msg-f:1629337553232905...> 1/16



4. 2:07 PM



## Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>

### Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

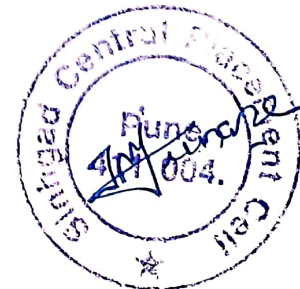
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



PRIVATE AND CONFIDENTIAL

**Reference No. – 1448696087**

**Applicant ID - 4091875**

17-May-2019

Gourav Govind

Sontake.

Dear Gourav,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

Vikash Sharma

**ICICI Bank Limited**  
ICICI Bank Towers  
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Vadodara 390 007, India.

**Reference No. – 1448696087**

**Applicant ID - 4091875**

17-May-2019

Gourav Govind

Sontake.

Dear Gourav

We are pleased to make you an offer of appointment as Relationship Manager in ICICI Bank. You will be placed in Branch Banking at PUNE – Sadashiv peth

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

Reference No. - **1448696087**

Gourav Govind

Sontake.

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

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- 4) Address proof (Passport/Voter id/Ration card)
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**Remuneration Details**

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sontake.

Position: Relationship Manager

Group: RETAIL BANKING GROUP

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

**Date** : 17-May-2019

Dear Nitin

As discussed, we are pleased to share below mentioned fitment with you for an opportunity with us

Name Nitin Sutar  
Level M1 - Assistant Manager  
Location Pune  
with effect from May 30, 2019

Components	P.M.	P.A.
Basic Salary	8333	100000
House Rent Allowance	417	5000
Professional Allowance	5933	71190
Conveyance Allowance	1600	19200
Medical Reimbursement	1250	15000
Mobile Reimbursement	500	6000
Leave Travel Allowance	0	0
Bonus	1400	16800
Gratuity		4810
Contribution to Provident Fund		12000
<b>Gross Amount</b>	<b>19433</b>	<b>250000</b>

- Medclaim benefit as per applicable policy.
- Life Insurance benefit as per applicable policy.
- Company contribution towards PF is 12% and 4.81% for gratuity which is a part of your total fixed CTC.

Please note that this email is intended for your understanding of the salary components only and should not be construed as a formal offer of employment.

We shall issue a formal appointment letter once you give an email acceptance of the above to us.

Regards,  
Human Resources, Kotak Mahindra Bank Ltd



Director CPC Placement <directorcpc.placement@sinhgad.edu>

**Fwd: Selection Confirmation - Karvy Stock Broking Limited**

Priyanka Karande <karandepriyanka@sinhgad.edu>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

19 October 2018 at 17:00

Best Wishes,  
Priyanka N. Karande | Placement Officer  
Sinhgad Management Institutes

**Working Hours:** Mon- Fri | 10:00 am - 6:00 pm.  
Mobile: 9552569861, 9890990282  
Email: karandepriyanka@sinhgad.edu, karandepriyanka@yahoo.co.in  
Website: www.sinhgad.edu

----- Forwarded message -----  
From: <sonakshi.mehta@karvy.com>  
Date: 19 October 2018 at 16:45  
Subject: Selection Confirmation - Karvy Stock Broking Limited  
To: karandepriyanka@sinhgad.edu

Hi,

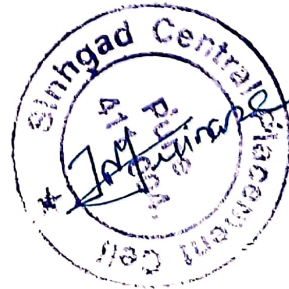
Following are the selected student for the role of Equity Advisor, Hyderabad for the campus drive conducted at Bharati Vidyapeeth, Pune on 15<sup>th</sup> & 16<sup>th</sup> Oct 2017:

- Aditya Kadam
- Vinay Munde
- Yash Madan
- Mayur Mallikarjun
- Sutar Vishal Rajendra

Please reply the DOJ which can be mentioned in the offer letter. Request you to not let her sit for other companies in the campus.

Reply Awaited.

Regards,



4:15:55 PM  
Sonakshi Mehta

Sinhgad Technical Education Society Mail - Fwd: Selection Confirmation - Karvy Stock Broking Limited

**KARVY** **STOCK BROKING**

Human Resources

Tel No: 040 332177321/9713628688

sonakshi.mehta@karvy.com | www.karvy.com

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**Sinhgad Technical Education Society** | www.sinhgad.edu

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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1614753203743001898&simpl=msg-f:1614753203743001898> 2/2





Director CPC Placement <directorcpc.placement@sinhgad.edu>

## Sinhgad Collage Selected Candidates List

Rinku Mishra <rinkum@gttconnect.org>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: amitb@gttconnect.in, praveenkumar@gttconnect.com

4 June 2019 at 10:22

Hello Priyanka,

As per yesterday's drive, please find attached select candidates list.


As of now total selected is 24 and some one of the candidates will confirm / join from tomorrow.

Thanks & Regards,

**Rinku Mishra** | Global Talent Track |

**Contact : 9021258947**

**Empowering the Youth Worldwide**

 **Shingad drive.xlsx**  
12K



Sr no	Name	Remarks
1	Kiran eknath ingale	Select
2	Sumit Vishwas jadhav	Select
3	Akshay D sarode	Select
4	Kiran B sakhare	Select
8	Nitin suresh Gaikwad	Select
9	Siddheshwar Pande	Select
11	Salvi Wilson	Select
12	Patil Ashwin Ashok	Select
13	Rajmane Nagnath	Select
14	Nikhil Sakhare	Select
15	Kamble Gaurav Shivaji	Select
16	Parmeshwar Deshmukh	Select
17	Mahesh Bade	Select
19	Rushikesh Deshpande	Select
20	Rahul Pandit Changale	Select
22	Yenge Lingram Govindrao	Select
23	Manoj Suresh Bathe	Select
24	Sagar Avinash Patil	Select
25	Santosh Swami	Select
26	Nikhil Yadav	Select
27	Akshay Raut	Select
28	Nikhil Gaikwad	Select
29	Yogesh Surkute	Select
30	Omkar patil	Select





17<sup>th</sup> Dec 2018

Mr. Praful Shyamsunder Taksande  
Sinhgad Institute of Management, Pune

Sub: CAREER OFFER

Dear Mr Taksande,,

Heartiest Congratulations!

In reference to your interview with us, we are pleased to offer you an employment with Viraj Profiles Ltd. as Management Trainee – Human Resource based at Tarapur (Maharashtra).

You are requested to join us on 02<sup>nd</sup> January 2019. At the time of joining, you are required to bring along your credentials as per Annexure "A" enclosed with this letter.

Please sign and return copy of this letter in token of your having accepted our offer of Employment.

Your Appointment letter with all terms & conditions will be handed over to you, at the time of Joining.

Look forward to welcome you shortly.

Thanking you,

Yours faithfully,

Authorized Signatory

*(Signature)*  
19/12/18  
Acceptance Signature:  
Date of Joining:

Corporate Office:

Viraj Tower, 1st Floor, Junction of Andhori Kurli Road, Western Express Highway, Near Land Mark Building, Andhori (East), Mumbai - 400058, India  
Tel: +91 22 3006 4000/9, Fax: +91 22 3006 4050  
Website: www.viraj.com

Registered & Marketing Office:

18-24, MIDC, Tulapur Industrial Area, Tulapur, Taluka Palghar, Dist. Palghar, Maharashtra - 407 501, India  
Tel: +91 801 899 1031, 23  
Fax: +91 22 287480 300/274 300  
Video Conferencing: +91 22 3006 4050

Manufacturer of Stainless Steel WIRELS • WIRE RODS • WELDING WIRELS • FASTENERS • SHEET PILES •

CIN NO: U28113MH1999PP1000055

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

**Date: July 23, 2019**

**Private & Confidential**

**Pravin Sanjay Tale.**

**Jijamat chauk bharti vidyapeeth pune.**

**Pune,**

**Maharashtra,**

**India - 411046**

**Document ID – bbc3e950-8be8-4960-a897-84583cd7950c**

**Dear Pravin ,**

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer –cum - appointment with **State Street HCL Services (India) Private Limited (“SSHS” or “HCLTech” or “Company”)** as **Analyst**. You are required to report on April 19, 2023 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, PuneSEZ- Mekong 3F-7F,EmbassyTechZone-SS.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter’s email id- sagardo@hcl.com , failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your Application and/or Bio-data are correct. We will also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**
- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure II to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies
- In case the aforesaid particulars are found to be incorrect or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- **Probation** - You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.

CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- **Performance and Compensation Reviews** - Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Your annual performance appraisal and compensation review will be initiated on completion of your anniversary (12 months from date of joining HCLTech) and subsequently compensation review will be aligned and effected from the first day of the subsequent quarter. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**
- Your services during the period of probation shall be liable to be terminated giving **two month** notice or **two month** basic salary in lieu thereof without assigning any reason thereof. Likewise you will also be competent to terminate your contract of employment by giving **two month** notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.
- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.
- **Employment of Relatives-** At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.
- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.
- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy

4

SIGNATURE OF EMPLOYEE

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballapuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.
- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy
- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.
- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.
- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.
- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

CIN : U72900DL2012FTC229698

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- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.
- You shall not divulge, communicate or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.
- You would be initially posted at **Pune**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.
- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.
- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.
- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.
- You are requested to submit 10 passport size photographs and the attested copies of the following documents, at the time of joining:
  - School leaving certificate / birth certificate
  - Educational qualification certificate (from 10th std onwards) along with mark sheets
  - Passport (The first 4 and the last 4 pages)
  - Relieving letter or duly accepted resignation letter from your present and previous employers

CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

- Salary certificate from your present and previous employers
- Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

**Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.**

You are advised to go through the contents of this offer letter and the annexure(s) before signing the duplicate copy.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

**For Statestreet HCL Services**

**Amrita Das**  
DEBASIS SARKAR  
SENIOR VICE PRESIDENT

**This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.**

7

SIGNATURE OF EMPLOYEE



CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

### **DECLARATION**

I, Pravin Sanjay Tale., hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
  - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCLTech will lead to termination of employment.

**In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, State street HCL Services (India) Private Limited has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.**

CIN : U72900DL2012FTC229698

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Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

### Annexure II

#### LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCLTech

S.No.	Particulars (To be submitted to the Recruiter)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required

#### Additional documents (To be submitted on request)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

#### Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

#### List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)

S. No	Document Name
-------	---------------

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahaballpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India

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1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10 <sup>th</sup> Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly visible as dark and hazy copies are not accepted.
- Please avoid clicking pictures of documents and uploading.
- Please do not send soft copies through Emails.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings are will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

If requested by the recruiter, you may be required to report to HCLTech Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining.

If your joining is completed remotely, please submit the requested documents to the HCLTech Onboarding team within 7 days of your date of joining, either in person or through courier.

### **Location of HCLTech Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No. -1 , Akashi Induction Room, Ground Floor, Tower – 1, Hub SEZ,, Plot No 3A, Sector 126, Noida - 201303. UP (India)
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Elcot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, -Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , , Plot No. 5 & 7, Ilanthaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur -441108
11	Coimbatore	State Street HCL Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited, Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **State street HCL Services (India) Private Limited** is governed by policies\* which are listed in corporate intranet [www.hclbpo.net](http://www.hclbpo.net).

Worksite Chennai	: ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalpuram Road, Navalur Village and Panchayat, Thirupurur Panchayat Union, Chengalpet Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore	: Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1	: Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Verwada, Pune – 411 006, India.
Registered Office	: 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

### Annexure III

#### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

**BASIC SALARY** The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**House Rent Allowance (HRA)** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

**Advance Statutory Bonus** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

**Attendance Allowance** Attendance Allowance is payable max. up to INR.1000/- per month.

**Food Wallet** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

**Compensatory Allowance** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**Medical Insurance** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.

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- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer- sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:**  
*Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.*  
The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.  
\*The percentage and amount is in compliance with the current PF Act.

### **Gratuity**

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As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

### ANNEXURE IV

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

#### 1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

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Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

## 2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as “**Prior Inventions**”), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as “**Inventions**”), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are



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protectable by copyright are “works made for hire”, as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company’s expense, in every proper way to secure the Company’s rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company’s actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws

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of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, “Similar Services” means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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SIGNATURE OF EMPLOYEE

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

### **7. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 8. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

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Pravin Sanjay Tale

July 23, 2019

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of*

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SIGNATURE OF EMPLOYEE

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*taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*



Sinhgad Institutes

Director CPC Placement &lt;directorcpc.placement@sinhgad.edu&gt;

## Awaiting for Result

Priya Jacob <priyajacob@nandedcitypune.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>

8 July 2019 at 12:18

Dear Dr. Minase,

First and foremost it was a pleasure speaking to your students regarding their aspirations for their future. They are all very enthusiastic about learning things and based on these discussions we have decided to make them a part of our organisation. The first batch that we have selected consists of 23 students. So congratulations to you Sir and your team for nurturing them and making them so confident.

As discussed telephonically today, please find attached herewith a list of 23 students shortlisted by us for recruitment. We have spoken to all of them and upon their agreeing to join us as a part of our team we have prepared appointment letters which we would like to issue them either today or tomorrow.

It would be great if you could ask them to come and collect their appointment letter as per days mentioned as we would like to start their training from 10th July 2019.

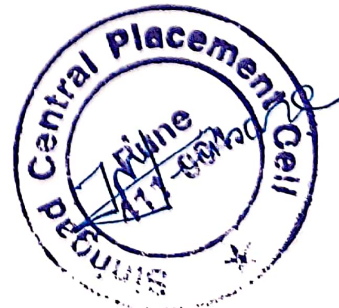
Kind Regards,

Priya Jacob  
Business Head - Marketing

Disclaimer:

This email is for the use of the intended recipient(s) only. If you have received this email in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not keep, use, disclose, copy or distribute this email without the author's prior permission. We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses. The information contained in this communication may be confidential. Nanded City Development & Construction Co. Ltd., will not accept any liabilities at law in equity or whatsoever for any decision made or influenced as a result of this correspondence.

[Quoted text hidden]



1	Atul Bihishan Tanvar	Varanasi Soc, Gokul Nagar, Warje, Datta Villa Flat No. 7, Pune	9561479366	Financial Executive
2	Chetan Balaji Tekale	Flat No. 101, Charwad Nagar, Vadgaon Bk, Pune	7721098909	Financial Executive
3	Karan Arun Suryavanshi	Room No. 4, Samrath Boys Hostel Yeole Wadi, Kondwa Bk, Pune	9970525455	Financial Executive
4	Mrunal Tulsidas Yeolekar	Jijae Garden, Tapowan, Near Ram Mandir, Warje, Pune 411058	9730382558	Financial Executive
5	Riha Kiran Das	House No. 394, Bushi Dam, Lonavala, 410402	9049914288	Financial Executive
6	Pravin Deepak Kasat	A2-15, Near Reliance Mall, Erandawane, Pune-411004	9850641321	Financial Executive
7	Manasi Vivek Kakade	Society, 1, Bldg., No. 1/3 Durga Nagar, Behind Sahara Hotel, Pune 41	9822795110	Financial Executive
8	Saurabh Pradeep Hivrekar	692/11, Sukhada So, Chaphlkar Colony, Pune 411037	7798700003	Financial Executive
9	Shubham Satish Dabhade	Near Jain Mandir, Gavthan Lonavala	9823561515	Marketing Executive
10	Sonal Padmakar Borode	A-11, Near Vikas Mitra Mandal, Karvenagar, Pune 411052	7841872530	Marketing Executive
11	Nikhil Babu Mate	101, Shram Safalya Niwas, Khadakwasla, Nr. Mayur Mitra Mandal, Pu	9762873575	Marketing Executive
12	Prajyot Pradeep Patil	Ingale Nagar, Near Ambedkar Chowk, Karvenagar Pune 411052	9595101006	Marketing Executive
13	Ashish Chandrakant Kadam	At Post Vadgaon, Tal Karad, Dist. Satara 415109	9890139003	Marketing Executive
14	Rohit Gopinath Darade	randure Soc, Flat No. 208, Bhumkar Bridge, Narhe Gaon, Pune 41104	8390211114	Marketing Executive
15	Abhijit Babasaheb Godse	Datta Vihar Soc., Vadgaon Bk., Pune 411041	8275465115	Marketing Executive
16	Shishir Diliprao Dhokane	216 Ward No-1 At Post Poha Tal-Karanja	9623143435	Marketing Executive
17	Mahesh Manikrao Borde	Chaya Boys Hostel, Room No. 17, Near Sibar Kondwa Branch, Pune 4	9049687369	Marketing Executive
18	Mohasin Mahevuv Sayyad	5th floor Sphruti Aagan Building Near Gold Gym Ambegoan 411046	9850577182	Financial Executive
19	Maqsood Ahmed SK Moosa	Quresh Nagar Shukat Ali Chowk Akot Dist Akola Pin-444101	9175843210	Marketing Executive
20	Rashmi Salunkhe	At Budhgaon, Tal Chopda Dist Jalgoan Maharashtra	9373617378	Marketing Executive
21	Shubham Jagtap	NA	8379947278	Marketing Executive
22	Shivani Sunil Mogare	Parvati Niwas, Ganpati Nagar Part 1, Malkapur Dist. Buldhana	8766763050	Financial Executive
23	Krishna Babaji Palwe	Chaitanya Nagari, Warje	8149656613	Marketing Executive
24	Aishwarya Vinay Deshmukh	C-2, 15, Dnyanganga Apts, Tukai Nagar, Vadgaon Bk, Pune 411041	9922673848	Marketing Executive



# Neilsoft Ltd.

Pride Parmar Galaxy, 8<sup>th</sup> Floor, 10/10 + A, Sadhu Vaswani Chowk, Pune - 411001, India  
CIN: U72200PN1991PLC062192 | Tel: +91 20 2605 3003  
info@neilsoft.com | www.neilsoft.com

HR/OFL/4/2/2019/2

CONFIDENTIAL

April 02, 2019

Mr. Akhil Thakare  
New Nandanvan, Nagpur, Maharashtra  
9866730525

## Subject: Offer of Employment

Dear Akhil,

Congratulations, we are pleased to appoint you as **Management Trainee in Corporate Support Function** at our Organization, based at our Pune office subject to the following:

1. You are required to join the Company from **May 13, 2019**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
2. This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
3. You will initially be based at the Company's Pune office unless communicated otherwise prior to your joining.
4. You will be given annual CTC of Rs. 300,000 (Rupees Three Lac Only) Which is inclusive of Fixed and Performance Based Annual Incentive, your compensation will be as described in Annexure A
5. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
6. You shall keep the contents of this offer and any Annexure hereto confidential.
7. This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09.30 AM** on the date of joining mentioned above. Please ask for **Gayatri Kalburge** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.


Address: Neilsoft Limited, 406, Pride Parmar Galaxy, 8<sup>th</sup> Floor, 10/10 + A Sadhu Vaswani Chowk, Pune 411001

We understand that you may have queries during your joining period. We would encourage you to contact **Anway Chavan** (on Email ID: [anway.chavan@neilsoft.com](mailto:anway.chavan@neilsoft.com) / Tel: 9834376809).

We welcome you into the Neilsoft family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,

For Neilsoft Ltd.,

  
Sanat Samantray  
Head - Recruitments

I accept the offer and will report for duties on <u>Neilsoft Ltd.</u>
Signature: <u>Punil</u>
Date: <u>10/04/2019</u>
Place: <u>PUNE</u>




## ANNEXURE A

Worksheet On Emoluments Of	: Akhil Thakare
Date Of Joining	: May 13, 2019
Designation	: Management Trainee
Department / Division	: Corporate Support Function
Location	: Pune
Gender	: M
Gross Salary (p.a.)	: 300,000

Compensation Components	Monthly (Rs.)
<b>A. Basic &amp; Allowances</b>	
Basic	6,500
House Rent Allowance	2,600
City Compensatory Allowance	975
Attire / Uniform Allowance	1,000
Conveyance Allowance	1,600
Other Allowance	9,439
<b>Sub Total A</b>	<b>22,114</b>
<b>B. Other Benefits</b>	
Leave Travel Allowance (Paid Annually)	542
Medical Allowance (Paid Quarterly)	1250
Provident Fund (Employer Contribution)	780
Gratuity (As Per Act)	314
<b>Sub Total B</b>	<b>2896</b>
<b>Total Gross Monthly (A+B)</b>	<b>25,000</b>

  
 Head – Recruitments

Signature of the Associate

## Note:

- \* The above compensation structure may be changed by the Company, at its sole discretion, from time to time.

## ANNEXURE B

### TERMS AND CONDITIONS

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You will be on job training for the initial 12 months after your date of joining. Your services shall be confirmed after successful completion of the training period and your performance evaluation.
3. You may be required to work in shift system as per requirements of your job position
4. Your appointment is subject to your being declared medically fit by a registered practitioner / hospital nominated by us.
5. The working day shall comprise of nine working hours and a lunch break for half an hour, normal working hours is between 9:00am to 6:00pm from Monday through Friday.
6. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager and HR, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
7. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
8. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexure thereto and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
9. **Termination by the Company** – Your services may be terminated by the Company without notice for any of the following :
  - a) Your breach of any of these terms or any other agreement signed by you with the Company, or
  - b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
  - c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
  - d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
  - e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
  - f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
  - g) Your Unauthorized absence from work, or
  - h) Your insubordination, or
  - i) Your misconduct

*Done*  
**Termination by Employee** – You will have to serve a notice period of 90 days once you wish to resign from the services of the Company.

**Joining Expenses** - If an associate leaves the company before completing one year of service, any joining related expenses incurred by the company (for relocation, initial accommodation, etc.) shall need to be repaid to the company.

*Amil*

10. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the gross salary for the shortfall in such notice period.
11. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
12. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company's and its clients' rights in the information and materials developed by you or disclosed to you during the course of your employment.
13. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
14. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
15. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney's fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company's standard benefits published on the Company's intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
16. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Pune, India.

#### Schedule 1 to Annexure B

It is mandatory that you submit the following documents on the date of joining. In case you do not submit any of documents mentioned in a), b), c), d) and e) then your salary will be put on hold from next month & will be disbursed after providing of all the documents.

- a) Photocopies of all educational certificates (from SSC onwards) and mark sheets (including all semesters).
- b) Photocopies of service certificates from all the previous employers
- c) Photocopy of Last pay slip / salary certificate
- d) Tax Calculation Sheet / Form 16 from previous employers of current Financial Year.
- e) Photo copy of PAN Card or if applied for PAN card, the Temporary PAN number i.e. PAN application number.
- f) UAN (Universal Account Number) from previous employer (Applicable, if associate was member of PF)

Please bring the originals of the documents specified under a), b), c), d) and e) above, for verification.

You are also requested to carry the following with you on the date of joining:

- a) Four passport size color photographs with white background.
- b) A photocopy of the information pages of your passport
- c) A photo copy of address proof (Permanent & Temporary)

# Neilsoft Ltd.

Pride Parmar Galaxy, 8<sup>th</sup> Floor, 10/10 + A, Sadhu Vaswani Chowk, Pune - 411001, India  
CIN U72200PN1991PLC062192 | Tel +91 20 2605 3003  
info@neilsoft.com | www.neilsoft.com

Date: April 02, 2019

To,  
**Express clinic**  
Ground Floor, B1 Building,  
Cerebrum IT Park, Behind Marigold Society,  
Kalyani Nagar, Pune 411014  
Phone : 020 - 41302272/ 73

**Subject: Pre-employment Medical Checkup**

Dear Sir / Madam,


As per our arrangement with you, we are sending Mr. Akhil Thakare for medical checkup. Kindly conduct the following Medical Checkups and arrange to send the reports to us.

- CBC
- Blood Group
- Cholesterol
- Glycosylated Hemoglobin (HbA1c)
- X ray chest PA
- Physical Examination
- Vision Test-Near, Far & color
- Health report

Kindly collect your charges of Rs 750/- ( Rupees Seven Hundred Fifty Only) directly from the individual

Thanking you,  
Yours truly,

For Neilsoft Ltd,

  
Sanat Samantray  
Head - Recruitments

Please note:

Timing: From Monday to Saturday between - 8.00 am to 7.30 pm, Sunday Closed. 12 Hours fasting is compulsory before checkup.

### Other Centers :

**Chinchwad** : Shop no 18/19/20, L3 Building, Empire Estate, Chinchwad, Phone : 020 -46770239

**Viman Nagar** : Row House No-2, Plot No - 88, Wing F, Nitron Landmark, Viman Nagar,  
Phone : 020 - 41218342

**F C Road** : Shop No 9 to 13, Ground Floor, Mantri House, Next to Kotak Mahindra Bank,  
F C Road, Dnyaneshwar Paduka Chowk, Shivaji Nagar, Phone : 020 - 41201887

**Pimple Saudagar** : Shop No-205, 2nd Floor, Rainbow Plaza, Near Shivar Garden Chowk, Pimple  
Saudagar, Pune - 411057 Phone : 020 - 46781915



## Awaiting for Selection

Dheeraj <careers@vtransgroup.com>  
 To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
 Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

Dear Sir,

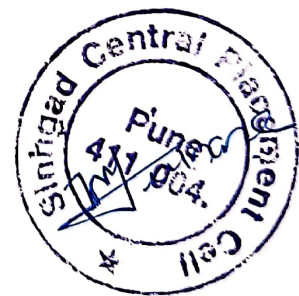
Please find name of the selected candidates from our side.

S.No	Full name of the students ( First-middle-last)	Major Speciallization	MBA/PGDM	MBA% of Marks
1	Ajay Namdeo Ade	Marketing	MBA	61
2	Akshay Ramesh Maldhure	Operations	MBA	66%
3	AMIT ABHIMANYU MATE	MARKETING	MBA	65%
4	ASHISH RAJENDRA MANKAR	MARKETING	MBA	61.12
5	ASHISH YOGESHWAR DAHAKE	Marketing	MBA	65
6	CHANDEKAR AKSHAY VIJAY	Marketing	MBA	59
7	Gorakh Vitthal Karad	Marketing	MBA	65
8	NAKUL SANDEEP NAHATKAR	Operations	MBA	65
9	Pankaj Kumar Dalvi	SCM (Dual)	MBA(Dual)	64
10	PRASAD VITTHAL KHADTARE	MARKETING	MBA	57
11	SACHIN VASANTHKUMAR NAIR	Operations	MBA	70
12	SAMEER UTTAMRAO SONONE	MARKETING	MBA	60.56
13	Shubham Pandurang Potraje	OPERATION	MBA	64.8
14	Toge Yogesh Subhashrao	Marketing	MBA	59
15	ANIKET WALMIKI KOLI	OPERATIONS	MBA	60.5
16	Sudhir Shivaji Shid	Marketing	MBA	67%

Best,

Dheeraj Agarwal  
 Manager- HR  
 Corporate Office - Mumbai

m + 7226853860 | t +22-6736 9999, 22-6736 9937



Other divisions



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<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1629337553232905672&simpl=msg-f:1629337553232905...> 1/16



4:207 PM

Sinhgad Technical Education Society Mail - Campus Result Declaration

Director CPC Placement <directorcpc.placement@sinhgad.edu>



Campus Result Declaration

Dheeraj <careers@vtransgroup.com>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: Priyanka Karande <karandepriyanka@sinhgad.edu>, shilpachapukar@vtransgroup.com

4 January 2019 at 11:47

Dear Sir,  
Greetings!

This is to declare that following students are selected from your campus for joining at V-trans (I) Ltd.

1. Jeganraj Saundarraaj Nadar
2. Prashant M. Maskale
3. Vijayraj B Wadkar
4. Vedant Paranjape
5. -Ashish omprakash Dole
6. -Dattaprasad D. Bhuwad
7. -Laxman VAsudev Handibag
8. -Mahesh Takalkar
9. -Ninad Sharad Sonawane
10. -Pratik Raghunath Gawade
11. -Ram Ramesh Wakchuare
12. -Sadanand Kishan Gavhane
13. -Shubham Sanjay Ingole
14. -Tushar P. Ambhore
15. Sharad Shrimant Jaybhaye

Joining date of the students will be 16<sup>th</sup> January 2019.

As decided, we are offering annual CTC i.e. 2,50,000/-@.

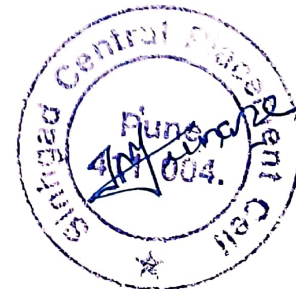
All the students shall be present at V Trans Corporate office Mumbai over below mentioned address.

V-Trans (I) Ltd, Unit No. 06, Corporate Park, V.N. Purav Marg, Chembur, Mumbai-400071 (Maharashtra).

Pls feel free, if any query is there.

**Note: Offer letters of the students will be provided once they join the company.**

Best,  
Dheeraj Agarwal  
Manager- HR  
Corporate Office - Mumbai



<https://mail.google.com/mail/u/1/?ik=e9b986d9c2&view=pt&search=all&permmsgid=msg-f:1621709394726490593&siml=msg-f:1621709394726490...> 1/27



HR/405, Rev no. 01, Rev date. 14/06/2017

To,

Date: 25th March 2018

Nirmal Vankudre,

Pune.

**Subject: Offer Letter for Employment**

Dear Nirmal,

With reference to your application and our subsequent discussions, we are pleased to offer you position of "Management Trainee - Leasing" in Grade S2 in our organization. You are requested to join on or before 1st April 2019. We request you to report at the following address - Kolte Patil Developers Ltd. City Point, Pune.

On the date of joining, please bring the following documents for verification / submission.

1. Original and copies of educational certificates and mark sheets.
2. Original & copy of your Passport/ Driving License /Electricity bill.
3. Four passport size color photographs.
4. Copy of PAN card and Aadhar Card.

Please note that in absence of relevant documents, joining formalities would not be completed.

Kindly sign and return to us the duplicate copy of this letter and annexure as your token of acceptance.

Wish best wishes,

For Regensis Project Management Company LLP

Authorized Signatory-HR

(Accepted By)

**Regensis Project Management Company LLP**

Regd. Office: 2<sup>nd</sup> Floor, City Point, Dhole Patil Road, Pune-411001, Tel. No.- 020-66226500, Fax: 020-66226511

Date: 25th March 2019

HR/403, Rev.No.03,Rev Date, 1/04/2018

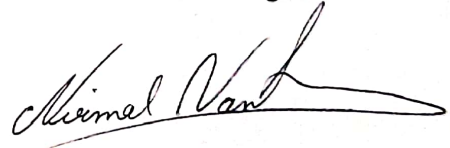
**ANNEXURE**

NAME	Nirmal Vankudre
DESIGNATION	Management Trainee
DEPARTMENT	Leasing
GRADE	S2
COMPANY	Regenesi Project Management Company LLP

Component	Monthly	Annual
Basic + DA	16,230	1,94,760
HRA	5,410	64,920
Newspaper Allowance	1,000	12,000
Children Education Allowance	200	2,400
Telephone Allowance	1,000	12,000
Special Allowance	3,610	43,320
<b>Gross Salary</b>	<b>27,450</b>	<b>3,29,400</b>
Employer Contribution PF	1,800	21,600
<b>CTC</b>	<b>29,250</b>	<b>3,51,000</b>

Authorized Signatory

Candidate Name & Signature







# Invoice

# INV-000220612

Balance Due  
**Rs.0.00**

## SILICON CARE ENTERPRISES

Shop No. 03 Oxygen Valley Pune Solapur Road  
Near Annasaheb Magar Sabji Mandai Manjri BK  
Pune Maharashtra 412307  
India  
GSTIN 27DIEPS7710A1ZE  
Phone 7248949596

Invoice Date : 17/04/2023

Bill To

Terms : Due on Receipt

**Ajinkya Vyawahare**

Due Date : 17/04/2023

Flat no. 205, wing-B1, P.S. Villa, Hadapsar - 412307 M. No.9518510985

Place Of Supply: Maharashtra (27)

Note -This is a Computer Generated Invoice , Hence Does not require Authorization

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	Unlimited 100 Mbps @1 Month	998422	1	799.00	71.91 9%	71.91 9%	799.00
Sub Total							799.00
CGST (9%)							71.91
SGST (9%)							71.91
Rounding							0.18
<b>Total</b>							<b>Rs.943.00</b>
Payment Made							(-) 943.00
<b>Balance Due</b>							<b>Rs.0.00</b>

Notes

Thanks for your business.



Date: 08<sup>th</sup> June 2019

Name: Nikita sunil

wadkar,

Address: Beed

Maharashtra- 431122

Subject: Employment Offer

Dear Nikita,

We are delighted to make you an offer with our organization for the position of **Associate**.

- The position will be based in Pune. However, the Company reserves the right to transfer you to another department, division, business entity or location at any time during the course of your employment
- The work schedule is for a duration of 8.5 hours (including break/s) on every business day and a five-day working week
- You will be on probation for a period of six months from the date of joining and confirmation on successful completion will be intimated to you in writing
  - As discussed and agreed with you, your annual cost-to-company (CTC) would be **Rs. Two Lakh Sixty-Two Thousand One Hundred and Sixty Four Only**. The break-up of your compensation is provided in *Annexure 2*. You will be eligible to participate in the Company's variable pay program subject to meeting performance criteria. The bonus amount payable to you would be dependent on the company's performance and your individual performance. The details of the variable pay program will be available on the intranet.
- A detailed appointment letter, containing the details on the terms of employment and salary break-up will be provided to you on your date of joining
- As discussed with you, your date of joining will be **08th june 2019**. This offer of employment will lapse in case you are unable to join on the above mentioned date.

METRO Global Business Services Pvt. Ltd  
Cluster "D" Wing 2, 6<sup>th</sup> Floor, EON Free Zone, Plot No. 1, Survey No. 77, MIDC, Kharadi Knowledge Park, Pune – 411 014, Maharashtra, India. Tel. 020 71001500  
Member of METRO Group  
CIN – U74900PN2011PTC138620



- This offer is valid, subject to:
  - All information provided by you, during your discussions with our company representatives being accurate.
  - Satisfactory reference checks.
  - Satisfactory medical examination (based on a medical certificate issued by one of our empanelled Medical Centre/Hospital, certifying your employability). Details pertaining to the Medical Centre/Hospital will be conveyed to you within a week of your receiving this offer.
  - The successful completion of your post-graduation with an aggregate of not less than 50%.
- After receiving your acceptance of this offer, the Company reserves the right to communicate with your past or existing employer to confirm your availability to join as agreed and to conduct professional references and background verification
- On your date of joining, we would expect you to complete the necessary joining formalities and submit documents listed in the *Annexure 1*
- The terms discussed in this offer and subsequent revisions are confidential in nature and should not be disclosed

We look forward to have you join us and wish you a long and successful career with METRO Global Business Services Pvt. Ltd”.

Please sign and return the duplicate copy of this letter, as a confirmation of your acceptance.

I have read, understood and agree with the terms and conditions outlined above and I accept employment with “METRO Global Business Services Pvt. Ltd”.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annexure 1

### List of Documents

You would be required to submit photocopies of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Permanent Account No. (PAN)
2. SSC / HSC certificates with mark-sheets
3. Graduation / post-graduation degree / diploma with mark-sheets
4. Professional degree / diploma with mark-sheets
5. Proof of identity (ration card/ passport/ driving license/ PAN card)
6. Current address proof (electricity or telephone bill/ lease agreement / bank statement)
7. Appointment letter for last two employments
8. Relieving letter for last two employments
9. Salary slip for last three months
10. Three passport size colored photographs

On joining you will also be required to furnish the following:

1. Family dependent details
2. PF number from previous employer
3. Any other relevant information that may be required



## Annexure 2

### Compensation Structure

Nikita Wadkar.

Components	Annual
Basic	84,000
HRA	29,400
Special Allowance	68,184
Fixed bonus	30,168
<b>Total Fixed Compensation</b>	<b>2,11,752</b>
Variable Compensation / Incentive (average performance)	21,175
Gratuity Provision	4,040
Employer's contribution to PF	18,315
Contribution to ESIC	6,882
<b>Total CTC</b>	<b>2,62,164</b>

Note:-\*\* INR 24,000 per annum Transport Allowance over and above the above CTC (Applicable only to employees not availing company transport facility.)

# MSC SERVICE CENTER INDIA PRIVATE LIMITED

Regd. Office - Kumbh Des, Tower B, 6th Floor, No. 14, 3rd Main Road, Ambatur Industrial Estate,  
Ambatur, Chennai - 600 056, India. Tel - +91 44 71013450, Website - www.msc.com-IN / UTRX607N2JH5FTC101541



07/05/2019

To,

Ms. Rajshri Rajaram Waghmare  
Near Netaji College,  
Muhai District,  
Solapur - 413213.

Dear Ms. Rajshri Rajaram Waghmare,

We are pleased to offer you an Appointment Offer with our Company as **Assistant Executive** at our Pune office in **Grade ED-A1** on the terms and conditions as discussed with you.

Our formal Appointment letter will be issued to you on your joining the Company.

We expect you to join us on **21/05/2019**.

Your employment offer is subject to **Medical examination** and issuance of satisfactory report by the Company's Doctor.

We look forward for a long and fruitful association with you.

Kindly sign and share the duplicate copy of this letter in token of your acceptance of the offer.

Thanking you,

For **MSC SERVICE CENTER INDIA PRIVATE LIMITED**

A handwritten signature in blue ink, appearing to be 'B. Suresh Kumar', written over a horizontal line.

**B. SURESH KUMAR**  
**MANAGING DIRECTOR**

Accepted and Signed by Rajshri Rajaram Waghmare

Dated: 9/05/2019

A handwritten signature in blue ink, appearing to be 'Rajshri Rajaram Waghmare', written over a horizontal line.



# Offer of Employment as Sales Trainee - ITC Limited

20 November 2018 at 16:32

Priti Bhagwat <Priti.Bhagwat@itc.in>  
To: sagarwakde@yahoo.com  
Cc: Vrinda Khanna <Vrinda.Khanna@itc.in>, directorcpc.placement@sinhgad.edu

Dear Sagar

With reference to your final interview ,we are pleased to offer you employment in our Company as Sales Trainee with a CTC of 4.30 L (Detailed as below). You are expected to join at Pune branch either in April 2019 /Jan 2019/ June 2019. Kindly mail us the acceptance of the offer .

(Embedded image moved to file: pic27671.gif)

\* This offer is subject to :

- i. You being declared medically fit for employment by the Company's Panel of Doctors, post the pre-employment medical check up.
- ii. Education verification and appropriate replies from your referees.
- iii. Production of acceptable certified documentary evidence of your date of birth.(Copy of your passport/Birth certificate/Affidavit)

The letter of appointment will be given to you separately on the day you join, which will be subject to completion of the above formalities.

We shall be obliged if you could kindly confirm your acceptance per return mail.

Thanks & regards,  
Priti Bhagwat  
ITC Limited  
Pune Marketing branch  
020-66482624

**Disclaimer:**

This Communication is for the exclusive use of the intended recipient(s) and shall not attach any liability on the originator or ITC Ltd./its Subsidiaries/its Group Companies.

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Name of the candidate	Registration No.
Sagar Wakde	191111
Gender	M
Age	20/01/98
SSA	2018/01
Passport/Other ID's/Photo	19/11/18
Emergency No.	9876543210
Local/Regional Address	1234567890
Mobile	
P.F., P.L.N. of Home 1	000000
Emergency Contact No. 1	000000
Postal	000000
Current Company	
SSA	
Transfer Fee paid/pendent	
Security Clearance	
Local Address (ITC)	
Residential address (if any other)	
Medical expenses: Attach for Self, Spouse and 2	

pic27671.gif  
19K

Name of the candidate	Sagar Wakde	
Grade	STR IA2	
Component		
Basic	5500.00	66000.00
HRA	3000.00	36000.00
Supplementary Allowance	15500.00	186000.00
Conveyance Allowance	3000.00	36000.00
<b>Total ( Basic + Allowances )</b>	<b>27000.00</b>	<b>324000.00</b>
<b>Retirals -</b>		
PF ( @ 12% of Basic )	660.00	7920.00
Gratuity ( @ 6% Of Basic )	330.00	3960.00
<b>Total</b>	<b>990.00</b>	<b>11880.00</b>
<b>Annual Components</b>		
LTA		20000.00
Variable Pay (max payable)		60000.00
Sampling Entitlement		15000.00
<b>Total Salary CTC</b>	<b>27990.00</b>	<b>430880.00</b>
<b>Travelling expenses ( As per policy)</b>		
<b>Medical expense - Actuals for Self, Spouse and 2</b>		



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<b>Medical expense - Actuals for Self, Spouse and 2</b>		



Director CPC Placement <directorcpc.placement@sinhgad.edu>

### Sinhgad Collage Selected Candidates List

Rinku Mishra <rinkum@gttconnect.org>  
To: Director CPC Placement <directorcpc.placement@sinhgad.edu>  
Cc: amitb@gttconnect.in, praveenkumar@gttconnect.com

4 June 2019 at 10:22

Hello Priyanka,

As per yesterday's drive, please find attached select candidates list.


As of now total selected is 24 and some one of the candidates will confirm / join from tomorrow.

Thanks & Regards,

**Rinku Mishra** | Global Talent Track |

**Contact : 9021258947**

**Empowering the Youth Worldwide**

 **Shingad drive.xlsx**  
12K



Sr no	Name	Remarks
1	Kiran eknath ingale	Select
2	Sumit Vishwas jadhav	Select
3	Akshay D sarode	Select
4	Kiran B sakhare	Select
8	Nitin suresh Gaikwad	Select
9	Siddheshwar Pande	Select
11	Salvi Wilson	Select
12	Patil Ashwin Ashok	Select
13	Rajmane Nagnath	Select
14	Nikhil Sakhare	Select
15	Kamble Gaurav Shivaji	Select
16	Parmeshwar Deshmukh	Select
17	Mahesh Bade	Select
19	Rushikesh Deshpande	Select
20	Rahul Pandit Changale	Select
22	Yenge Lingram Govindrao	Select
23	Manoj Suresh Bathe	Select
24	Sagar Avinash Patil	Select
25	Santosh Swami	Select
26	Nikhil Yadav	Select
27	Akshay Raut	Select
28	Nikhil Gaikwad	Select
29	Yogesh Surkute	Select
30	Omkar patil	Select





PRIVATE AND CONFIDENTIAL

**Reference No. –1334213661**

**Applicant ID - 3185692**

17-May-2019

Sonali Zine

Dear Sonali,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address :

Telephone No. :

Yours sincerely,

ICICI Bank HR

Team.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

**Reference No. –1334213661**

**Applicant ID - 3185692**

17-May-2019

Sonali Zine

Dear Sonali,

We are pleased to make you an offer of appointment as Relationship Manager in ICICI Bank. You will be placed in Branch Banking at Pune – Katraj

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 29-May-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

Reference No. - 1334213661

Sonali Zine

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

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

Reference No. - **1334213661**

Sonali Zine

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
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: 4:

Reference No. - **1334213661**

Sonali Zine

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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,

JAISEE MEHTA  
CHIEF MANAGER

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

Signature of Applicant

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

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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CIN.: L65190GJ1994PLC021012

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



**Reference No. - 1334213661**

**Annexure: \_**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,94,100/- (Rupees One Lakh Ninety Four Thousand One Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

Reference No. - **1334213661**

Sonali Zine

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Sonali Zine.

Position: Relationship Manager

Group: RETAIL BANKING GROUP

	Relationship Manager	
	Monthly	Annual
Basic	9,000	1,08,000
Supplementary Allowance*	16,175	1,94,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>26,525</b>	<b>3,18,300</b>
<b>Retrials</b>		
Retrials (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>28,355</b>	<b>3,40,260</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total (incl PLRP)</b>	<b>32,855</b>	<b>3,94,260</b>

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

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

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

Date : 17-May-2019



सत्यमेव जयते

**Government of India**  
**Form GST REG-06**

[See Rule 10(1)]

**Registration Certificate**

**Registration Number : 27CIAPA6076J1Z9**

1.	<b>Legal Name</b>	GANESH RADHU ADHAV			
2.	<b>Trade Name, if any</b>	Mother touch			
3.	<b>Constitution of Business</b>	Proprietorship			
4.	<b>Address of Principal Place of Business</b>	near Rote imaging centre, 1, 1037, A/9, Adhav complex, lane 1, Bagwan nagar , shirur, Shirur, Pune, Maharashtra, 412210			
5.	<b>Date of Liability</b>				
6.	<b>Period of Validity</b>	From	22/03/2022	To	Not Applicable
7.	<b>Type of Registration</b>	Regular			
8.	<b>Particulars of Approving Authority</b>	Maharashtra			
Signature					
Signature Not Verified Digitally signed by DS GOODS AND SERVICES TAX NETWORK(4) Date: 2022.03.22 15:31:10 IST					
Name		SUVARNA MANIK MOTE			
Designation		State Tax Officer			
Jurisdictional Office		SHIRUR_701			
9. Date of issue of Certificate		22/03/2022			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the approval of application granted on 22/03/2022 by the jurisdictional authority.



GSTIN	27CIAPA6076J1Z9
Legal Name	GANESH RADHU ADHAV
Trade Name, if any	Mother touch

**Details of Additional Places of Business**

Total Number of Additional Places of Business in the State	0
--	---



GSTIN	27CIAPA6076J1Z9
Legal Name	GANESH RADHU ADHAV
Trade Name, if any	Mother touch

**Details of Proprietor**

1



Name	GANESH RADHU ADHAV
Designation/Status	Prop
Resident of State	Maharashtra