

Sample Placement Offer Letters

YEAR 2019-20						
Sl. No	Year	Name of student placed and contact details	Contact no	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	2020	Aakash Mishra	9870817187	MBA	Jaro Education	8.46
2	2020	Aashish Choudhary	8171285284	MBA	Ultratech	3.25
3	2020	Abdul Fahad	7309260376	MBA	ESAF BANK	3
4	2020	Abhay Jeet Singh	7011341654	MBA	Max Bupa	3.15
5	2020	Abhishek Chauhan	7836060222	MBA	ROYAL SUNDARAM	4.5
6	2020	Abhishek Chauhan	7906902615	MBA	Max Bupa	3.15
7	2020	Abhishek Sharma	8218640034	MBA	Exclusife Technologies	4.17
8	2020	Abhishek Tyagi	9871366828	MBA	KOTAK MAHINDRA BANK	3.5
9	2020	Aditya Chauhan	7840071997	MBA	Square Yards	4.66
10	2020	Aditya Sirohi	9599585870	MBA	R K Marbles	4.75

YEAR 2019-20						
Sl. No	Year	Name of student placed and contact details	Contact no	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	2020	AAKASH KUMAR	9719667245	MCA	Techieaze Consultancy Services	2.5
2	2020	ABHISHEK KUMAR GUPTA	9125379926	MCA	Akili Systems Pvt. Ltd.	2.5
3	2020	AJAY JUNEJA	8192050454	MCA	YSS Softech Pvt. Ltd.	1.8
4	2020	AKASH	9582164749	MCA	Fluper Ltd.	3
5	2020	AMAN KUMAR GUPTA	9045987416	MCA	Pinga Solutions	1.2

YEAR 2019-20						
Sl. No	Year	Name of student placed and contact details	Contact no	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	2020	AACHRAN JAIN	9760645602	PGDM	Career 360	4.8
2	2020	ABHAY SHARMA	9899201911	PGDM	DNJ INFOTECH	4.2
3	2020	ABHAY SINGH	9670361628	PGDM	Magicbricks	5
4	2020	ABHINAV VERMA	7408815947	PGDM	KOTAK MAHINDRA BANK	3.5
5	2020	AKASH KUMBHAKAR	9476158188	PGDM	Vedantu	5.4
6	2020	AKSHAY TOMER	9999237807	PGDM	J K RISK	4.6
7	2020	ALOK KUMAR	9122495807	PGDM	ESAF BANK	4.5
8	2020	AMAN PRATAP SINGH	9616503888	PGDM	Cholamandlam	3.5
9	2020	AMAN SRIVASTAV	8447434031	PGDM	KOTAK MAHINDRA BANK	3.5
10	2020	ANAND KUMAR JHA	7678400063	PGDM	Majorel	4.5


Prof. (Dr.) V.N. Bajpai
Director
Institute of Technology & Science
Mohan Nagar, Ghaziabad (U.P.)-201007

1

22nd June, 2020

To,
Mr. Aakash Mishra
Tel No. 9870817187

Dear Aakash

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Find below your compensation details:

Particulars		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	23,000	2,76,000
House Rent Allowance	:	9,400	1,12,800
Additional HRA	:	15,000	1,80,000
Transport Allowance	:	1,600	19,200
Telephone Allowance	:	1,000	12,000
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	1,80,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	30,000
Total: Rs. Eight Lakh Forty Six Thousand only p.a.	:	70,500	8,46,000

Regards,
Jaro Education

Sushant Mallia
General Manager – Human Resource

I agree to the above and attached terms & conditions _____ Dated _____

Fwd: Job offer in off-roll as LASF, based at Hissar

1 message

Durba Roy ITS MN <crchead.mn@its.edu.in>
To: CRC Executive Officer <crc.execoff@its.edu.in>

Tue, June 8, 2020 at 10:15 AM

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


From: INDRAJIT SARKAR <indrajit.s@adityabirla.com>

Date: Mon 15 June, 2020, 2:15 PM

Subject: Job offer in off-roll as LASF, based at Hissar


To: razaaa453@gmail.com <razaaa453@gmail.com>

Cc: ruchu.sharma@teamlease.com <ruchi.sharma@teamlease.com>, Furkan Ali <furkan.ali@adityabirla.com>, stuti sinha <stuti.sinha@adityabirla.com>, Durba Roy ITS MN <crchead.mn@its.edu.in>

 Dear Ashish Choudhary,

Congratulations you have been selected as LASF, based at Hissar. You will be under the payroll of Team Lease. This mail is on behalf of Team Lease.

Please provide the scan copies of below mentioned documents through email to me :

- 
1. All educational qualification certificates
 2. Aadhar card
 3. PAN card
 4. Driving license
 5. Blank cancelled cheque (with name mentioned on the cheque), or Pass Book's front page.
 6. Current payslips
 7. Current organizations appointment/contract letter

Please write down the below required details over mail body :

1. Fathers' name and his date of birth
2. Mother's name and her date of birth
3. If married then Spouse name and her date of birth
4. If have kids then their names and their date of births

Please revert as early as possible. Please note that the total size of the attachment should not increase 10 MB. All documents should be clearly scanned and shared over PDF format.

Call me for further discussion.

Untitled

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3 attachments

Warm Regards,

INDRAJIT SARKAR
Regional HR Manager - Haryana & Delhi
UltraTech Cement Limited
+91 99902 85111

image001.png
84K



Warm Regards,

INDRAJIT SARKAR
Regional HR Manager - Haryana & Delhi
UltraTech Cement Limited
+91 99902 85111

image001.png
84K



image001.png
84K

HO/HR/TA/541

Date: 23/10/2020

Mr. Abdul Fahad,
7/1/500 A, Wazeer Ganj,
Near Anil Saraswati School, Faizabad,
Uttar Pradesh - 224001.

Dear Mr. Abdul Fahad,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and / or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **Vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of offer are as follows, and shall be confidential.

You will be on a training for a period of 12 Months, which may be extended or regularized based on your performance and the successful completion of training will be followed by a six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your Remuneration will be as follows:

1. Annual Salary would be Rs. 3,00,000/- (Rupees Three Lakhs Only).
2. Apart from the above, you will be eligible for Performance Pay/Performance Incentive as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions, if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

ESAF SMALL FINANCE BANK LIMITED

RBI License No.: MUM 124, CIN: U65990KL2016PLC045669

Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,
Mannuthy, Thrissur - Palakkad National Highway, Thrissur - 680 651, Kerala.
Ph. No: 0487 7123456, 123457, Email: info@esafbank.com www.esafbank.com

Your initial posting will be at any branch/office anywhere in Delhi NCR. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements. You shall give acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

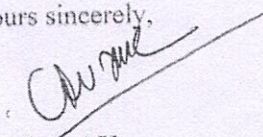
Your appointment is subject to necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present / previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you are required to join the Bank as per the date, agreed in our discussion.

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,


Dr. Jose AV
Head HR

To: Mr. Abdul Fahad 7/1/500 A, Wazeer Gan, Faizabad Uttar Pradesh - 224001.
CC to: Head-HR/Finance/Personnel file.

Privileged & Confidential

02 August 2020

Abhayjeet Singh

Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)

OFFER LETTER

Dear **Abhayjeet**,

are pleased to offer you the position of **Post Graduate Trainee - Sales in Band M8**, subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of MaxBupa Health Insurance (MBHI), which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)** and will be reporting to **Vice President-Sales & Distribution**.
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation, including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Subsequent your acceptance to this offer, you will receive communication on our on-boarding process along with the list of documents to be shared with us.
6. Please note that your employment with MBHI will be "at will" and is not for a specified period. Hence, either you or MBHI may terminate the employment relationship at any time, with or without cause.
7. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
8. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.

Max Bupa Health Insurance Company Limited

IRDAI Registration No. 145 | CIN: U66000DL2008PLC182918

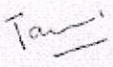
Registered and Corporate Office: B-1/I-2, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi – 110044

Website: www.maxbupa.com | Tel: +91-11-30902000 | Fax: +91-11-30902010

9. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **4 August 2020** by signing this offer letter and returning it to the address provided below or sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.

We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

Yours sincerely,
For Max Bupa Health Insurance


Tarun Katyal
Director and Chief Human Resources Officer

EMPLOYEE ACCEPTANCE

I accept this offer of employment with the Company under the terms set forth in this offer letter:

Abhayjeet Singh

ANNEXURE I

1	Designation	Post Graduate Trainee - Sales. You will report to Vice President-Sales & Distribution
2	Fixed Pay (FP)	INR 315000/-per annum, including all Retirals and Flexible Pay
3	Sales Incentive Plan	Sales Incentive Plan- As per Company Policy
4	Date of Joining	5 August 2020 or before
5	Place of work	Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)

Notes:

Post your joining, a detailed Appointment letter entailing employment terms will be issued to you

All payouts will be subject to deduction of tax at source, in accordance to Income Tax Act, 1961 and all other Central and State legislation applicable to your base location

EMPLOYEE ACCEPTANCE:

I accept this offer of employment with the Company under the terms set forth in this offer letter.

Abhayjeet Singh

Tarun

Tarun Katyal
Director and Chief Human Resources Officer

Salary Bifurcation

Name :Abhayjeet Singh
Title :Post Graduate Trainee - Sales
Band :M8

Part A - FIXED PAY – SALARY COMPUTATION

SALARY COMPUTATION	
Components	Per Annum
Basic	110250
House Rent Allowance (HRA)	44100
Provident Fund (Employer Contribution)*	21600
Gratuity**	5292
Statutory Bonus (as per provisions of Payment of Bonus Act, 1965)	21000
Special Allowance***	112758
Total Fixed Pay	315000

Provident Fund: The PF contribution (Company & Employee share), as per the provisions laid in Provident Fund Act, 1952, shall be deducted from your TFP and deposited to RPFC

Gratuity: Gratuity is payable as per provisions under Payment of Gratuity Act, 1972

Special Allowance includes Flexi Pay component, details of which are available in the Flexi Pay policy.

Part B - VARIABLE PAY - Sales Incentive Plan (As per Company Policy)

Part C - Medical Benefits

Life Insurance	2.5 times of Total Fixed Pay or Min 10 Lacs
Health Insurance	2,50,000
Accidental Death Benefit	5,00,000

Max Bupa Health Insurance Company Limited

IRDAI Registration No. 145 | CIN: U66000DL2008PLC182918

Registered and Corporate Office: B-1/I-2, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi – 110044

Website: www.maxbupa.com | Tel: +91-11-30902000 | Fax: +91-11-30902010



Royal Sundaram
General Insurance

Royal Sundaram General Insurance Co. Limited
(Formerly Known as Royal Sundaram Alliance Insurance Company Limited)
Corporate Office: Vishranti Melaram Towers, No.2/319,
Rajiv Gandhi Salai (OMR), Karapakkam, Chennai – 600 097.
Registered Office: 21, Patullos Road, Chennai – 600 002.
IRDAI Reg. No.102 | CIN U67200TN2000PLC045611

25-Mar-2020

To

Mr. Abhishek Chauhan
Kh-100 Adarsh Nagar Nandgram Ghaziabad Up-201003

Dear **Abhishek**,

Thank you for meeting us to pursue an employment opportunity with Royal Sundaram General Insurance Company Limited.,

Further to the interviews you had with us, we are pleased to offer you the position of **Territory Sales Manager - OEM & Branch Business (Health)**.

You will report to **Harsh Mehndiratta, Branch Head - OEM & Branch Business**.

1. Your place of posting shall be **Chandigarh**
2. Your CTC is **Rs.4,50,000/-** per annum, detailed as in the annexure.

Please note that statutory deduction to be made, if any, will be deducted from your salary (CTC).

This offer is subject to the Company receiving a satisfactory medical opinion. A detailed appointment letter, containing the compensation details, will be issued to you upon your joining Royal Sundaram.

Probation

You will be on probation for six months. During this period, this agreement may be terminated by both sides by giving 1 month notice or 1 month gross salary in lieu of notice. Your employment will be confirmed in writing subject to satisfactory performance after the probation period.

Group Health Insurance Cover (If Applicable)

The Company will reimburse a lump sum amount (If Applicable), as per Company Policy / actual annual premium amount whichever is lower, towards Group Health Insurance Cover subject to the employee producing, on the date of joining / within one week of joining, a copy of Insurance Cover, if already available, for self, Spouse and 2 children.

In case non availability of an existing policy, please contact the respective HRBP for assistance to take a Retail Health Insurance Policy in Royal Sundaram.

Applicable Income Tax, if any, will be deducted for this payment,

Contd...



Royal Sundaram
General Insurance

Royal Sundaram General Insurance Co. Limited
(Formerly Known as Royal Sundaram Alliance Insurance Company Limited)
Corporate Office: Vishranti Melaram Towers, No.2/319,
Rajiv Gandhi Salai (OMR), Karapakkam, Chennai – 600 097.
Registered Office: 21, Patullos Road, Chennai – 600 002.
IRDAI Reg. No.102 | CIN U67200TN2000PLC045611

.. 2 ..

Background Verification

The company reserves the right to verify your documents and background through internal or external agencies at any stage of employment. These may include your previous employment history, educational / professional credentials and other background details.

Any false information provided by you may result in immediate withdrawal of offer or termination of employment (as the case may be) with no further compensation to you.

As discussed and agreed with you, this offer stands automatically withdrawn should you fail to join Royal Sundaram on or before **20-Apr-2020**.

Welcome to the Royal Sundaram family!

Yours sincerely,

Signature Not Verified
SATYAJIT MEDAPPA
2020.03.25 15:57

Satyajit Medappa
Head - Human Resources



Royal Sundaram
General Insurance

Royal Sundaram General Insurance Co. Limited

(Formerly Known as Royal Sundaram Alliance Insurance Company Limited)

Corporate Office: Vishranti Melaram Towers, No.2/319,
Rajiv Gandhi Salai (OMR), Karapakkam, Chennai – 600 097.

Registered Office: 21, Patullos Road, Chennai – 600 002.
IRDAI Reg. No.102 | CIN U67200TN2000PLC045611

Remuneration (Cost to Company in INR Per Annum)

Name : Abhishek Chauhan

Designation : Territory Sales Manager - OEM & Branch Business (Health)

Grade : 02

Components	INR (Per Annum)
Basic(45 % of CTC)	2,02,500
House Rent Allowance (50 % of Basic)	1,01,250
Leave Travel Assistance (1 month Basic)	16,875
Supplementary Allowance	69,401
Employer Contribution to Gratuity ¹	8,424
Employer Contribution to Provident Fund (12% of Basic) ²	24,300
Contribution to National Pension Scheme u/s 80CCD(2)**	20,250
Statutory Bonus	7,000
Cost to Company (CTC)	4,50,000

Note:

1. Employer Contribution to Gratuity, as per Act

2. Employer Contribution to Provident Fund , as per Act

** NPS contribution will be made based on option exercised by employee subject to maximum of 10% of Basic.
Life Cover with Personal Accident riders, as per Company policy.

Kindly note that remuneration is a contract entirely between you and the Company and should therefore be treated as Strictly Confidential.
For those who join during the Financial Year, the increment will be pro-rated based upon number of days served during the Financial Year.

----- Digitally signed. -----

Privileged & Confidential

02 August 2020

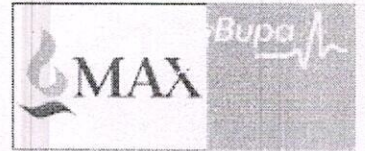
Abhishek Chauhan
Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)

OFFER LETTER

Dear Abhishek,

We are pleased to offer you the position of **Post Graduate Trainee - Sales in Band M8**, subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of MaxBupa Health Insurance (MBHI), which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)** and will be reporting to **Vice President-Sales & Distribution**.
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation, including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Subsequent your acceptance to this offer, you will receive communication on our on-boarding process along with the list of documents to be shared with us.
6. Please note that your employment with MBHI will be "at will" and is not for a specified period. Hence, either you or MBHI may terminate the employment relationship at any time, with or without cause.
7. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
8. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.



HEALTH INSURANCE

9. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than 4 August 2020 by signing this offer letter and returning it to the address provided below or sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.

We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

Yours sincerely,
For Max Bupa Health Insurance

A handwritten signature in blue ink, appearing to read "Tarun", with a horizontal line underneath.

Tarun Katyal
Director and Chief Human Resources Officer

EMPLOYEE ACCEPTANCE

I accept this offer of employment with the Company under the terms set forth in this offer letter:

Abhishek Chauhan

Max Bupa Health Insurance Company Limited

IRDAI Registration No. 145 | CIN: U66000DL2008PLC182918

Registered and Corporate Office: B-1/I-2, Mohan Cooperative Industrial Estate, Mathura Road, New Delhi – 110044

Website: www.maxbupa.com | Tel: +91-11-30902000 | Fax: +91-11-30902010

ANNEXURE I

1	Designation	Post Graduate Trainee - Sales. You will report to Vice President-Sales & Distribution
2	Fixed Pay (FP)	INR 315000/- per annum, including all Retirals and Flexible Pay
3	Sales Plan Incentive	Sales Incentive Plan- As per Company Policy
4	Date of Joining	5 August 2020 or before
5	Place of work	Lucknow Lucknow, Uttar Pradesh, India, (Branch Location)

Notes:

Post your joining, a detailed Appointment letter entailing employment terms will be issued to you

payouts will be subject to deduction of tax at source, in accordance to Income Tax Act, 1961 and all other Central and State legislation applicable to your base location

EMPLOYEE ACCEPTANCE:

I accept this offer of employment with the Company under the terms set forth in this offer letter.

Abhishek Chauhan

Tarun
Tarun Katyal

Director and Chief Human Resources Officer

Salary Bifurcation

Name :Abhishek Chauhan
Title :Post Graduate Trainee - Sales
Band :M8

Part A - FIXED PAY –SALARY COMPUTATION

SALARY COMPUTATION	
Components	Per Annum
Basic	110250
House Rent Allowance (HRA)	44100
Provident Fund (Employer Contribution)*	21600
Gratuity**	5292
Statutory Bonus (as per provisions of Payment of Bonus Act, 1965)	21000
Special Allowance***	112758
Total Fixed Pay	315000

Provident Fund: The PF contribution (Company & Employee share), as per the provisions laid in Provident Fund Act, 1952, shall be deducted from your TEP and deposited to RPF

Gratuity: Gratuity is payable as per provisions under Payment of Gratuity Act, 1972

Special Allowance includes Flexi Pay component, details of which are available in the Flexi Pay policy.

Part B - VARIABLE PAY - Sales Incentive Plan (As per Company Policy)

Part C - Medical Benefits

Life Insurance	2.5 times of Total Fixed Pay or Min 10 Lacs
Health Insurance	2,50,000
Accidental Death Benefit	5,00,000

Dear Abhishek Sharma,

We are pleased to inform you that you have been selected with Exclusife Technosoft Pvt. Ltd. as an **Executive Client Acquisition** on **Annual CTC of Rs.4,17,600/ Lacs. (3,00,000 Fixed + 1,17,600/ Variable (Performance Incentive))** Please consider the same as an offer to join (appointment letter subject to the submission of all relevant documents). As agreed mutually, your date of joining will be from **06 Jan 20 (Monday)** with Exclusife.

Work Location : Delhi

Reporting Time : 10:00 am

Kindly give your acceptance on the same along with all the required pre joining papers.
Please find below the list of documents which you need to send before at the joining.

Documents	Requirement
Relieving Letter (Last 2 Companies)	If Applicable
3 Months' Salary Slips / Bank Statement(Previous Company)	If Applicable
Experience Letter (Last 3 Companies)	If Applicable
Appointment Letter (Last 3 Companies) & Appraisal Letter.	If Applicable
Proof Of Residence (Both Permanent & Temporary)	Required
Identity Proof (Passport, Voter Id, Ration Card, Driving License)	Required
Academic Mark Sheets (10Th, 12Th Graduation & Masters)	Required
Photocopy Of Pan Card & Adhar Card	Required
4 Passport Size Photograph Byk Papers (DL, RC and Insurance)	Required

Once you joined on agreed joining date with Exclusife, you shall be on probation for a period of six months. You shall be confirmed in the organization's regular grade on successful completion of your probation period. Confirmation of your service is subject to suitable performance. Your probation cum training period is liable to be extended subject to your performance for the period deemed necessary. During the course of your employment, you need to serve mandatory **15 days' notice period** in case of separation.

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. For a period of 12 months from after your employment with Exclusife Technosoft Pvt. Ltd. has been terminated, you will not work for any organization in similar industry (Ecommerce/B2B/B2C/Similar Product) or Exclusife's competitors.

In case company finds non adherence to mention agreement clause, Exclusife can hake legal proceedings as a breach of agreement.

For a period of initial 4 months, you shall not exceed leaves / absenteeism more than 5 clays (over and above leaves provided as per Exclusife's attendance & leave policy). Leave is granted to you with the good intention of providing rest, recuperation of health and for fulfilling social obligations. However in case company finds non adherence to mention agreement clause, Exclusife can hold / recover your any compensation and you shall not be relieved from the organization. You are strongly recommended to disclose any health related issues / pre-planned events / exams / etc. to the company before joining date which can further lead to excessive leaves or absenteeism.

You are requested to submit your acceptance on the said terms & conditions either by giving self-attested hard copy of the mail to recruitment team or simply reply back with your acceptance on the trail email itself.

Should you have any queries please feel free to contact **Bhavna Singh-Manager Human Resources-8527094258** or write to us @talent@exclusife.com

Regards,

Sunil Chaudhary
Human Resources

<https://v+www.linkedin.com/in/sunil-chaudhay-0b4434143/>

Exclusife, F-297, Sector-63, Noida, UP, India, Pin-201301
Tel: +91-120-4212223, +91 9718084208, sunilk@exclusife.com

Featured In: Economic Times: <http://ecoti.ms/vR3ub> Techcircle.in : <http://bit.ly/1C9Z1b1>



Letter of Offer from Kotak Mahindra Bank

Candidate Name

ABHISHIK TYAGI

Name of Institute

ITS

Date

14/02/2020

A warm welcome to the Kotak Acquisition Managers Family. We are pleased to offer you the role of Relationship officer at Kotak Mahindra Bank Limited. Your remuneration per annum is 3.50 LPA Lacs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate

Santosh

9

Dear **ADITYA CHAUHAN**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Management Trainee** in our Company. Your beginning annual remuneration will be **INR 466,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- Variable **Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone, conveyance etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.

Your joining location will be **Noida (D-7)**
Reporting Date & Time: **15-May-2020, 9:30 AM**
Venue Detail: **D-7, Sector 3, Noida, District Gautam Budh Nagar, U.P, 201301**
Contact Person: **Kumari Sadhana**

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Kumari Sadhana, Tel: 8510077007 Email: kumari.sadhanasquareyards.in

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources
Square Yards Consulting Pvt. Ltd.

Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.

ADITYA CHAUHAN

	Yearly CTC	Monthly CTC
CTC	300,000	25,000
Earning		
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	105,600	8,800
Conveyance	0	0
Medical Allowance	0	0
LTA	0	0
Lunch	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Car Running & Maint	0	0
Telephone allowance	0	0
Statutory Benefits		
PF (Employer Part)	14,400	1,200
ESIC (Employer Part)	0	0
LWF (Employer Part)	0	0
Monthly Gross	285,600	23,800
PF (Employee Part)	14,400	1,200
ESIC (Employee Part)	0	0
LWF (Employee Part)	0	0
PA Cover	360	30
Mediclaime	5,220	435
P TAX	0	0
Take Home	265,620	22,135
Average Incentive *	100000	8333
Conveyance *	60000	5000
Mobile Reimbursement	6000	500
Total	466,000	38,833

Average Incentive * - Incentive based on performance

Conveyance * - Conveyance subject to OTP verified meetings

*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

10

R K MARBLE PVT. LTD.



REF: RK/Per/Appt.
08 February, 2020

Mr. Aditya Sirohi
S/o Sh. Dinish Sirohi
Village - Akbarpur Raina,
Post-Agouta Bulandshahr
Uttar Pradesh India 203001

Reg:- Appointment for me post of Business Development Officer (Delhi Marketing)

Mr. Aditya Sirohi,

With reference to your application and subsequent interview held with us. Management is pleased to appoint you as Business Development Officer (Delhi Marketing) on the following terms ". conditions w.e.f. 05.03.2020:-

The breakup of the remuneration will be as follows.

(1) Pay Scale:

a) You will be paid a consolidated salary of Rs. 25,000/- (Rupees Twenty Five Thousand Only) as agreed by you at the time of final discussion, which is bifurcated as under-

Basic Pay	Rs.	15,000/-
HRA	Rs.	7,500/-
Conveyance	Rs.	2,500/-
TOTAL	Rs.	*25,000/-

b) You will be placed in Grade

c) * Detailed CTC bifurcation is attached (Annexure -A)

(2) Place of Posting:-

Your posting will be at Kishangarh. During employment with the company, you may be posted / transferred to any of the offices / projects/divisions/departments and units of the company existing or to be set at any other location in india.

Contd.2

Regd. & Corporate Office : Makrana Road, Kishangarh - 305801, Distt. Ajmer - (Rajasthan), Tel : + 91-1463-301100,26010 Fax: + 91-1463-250601, e-mail : info@rkmarble.com Website : www.rkmarble.com



R K MARBLE PVT. LTD.

Annexure -A

CTC Breakup

Name of the Employee:- Mr. Aditya Sirohi
Designation:- Business Development Officer
Department:- Delhi Marketing
Date of Joining:- 05 March, 2020

Components	P.M.	P.A.
Basic 60%	15000	18000
HRA 30%	7500	90000
Conv. 10%	2500	30000
Monthly Gross Salary	25000	300000
PF Contribution	1800	21600
Bonus	2083	24996
Gratuity	722	8664
Total CTC	29605	355258

Additional Payment other than above :-

1. You will get Rs. 1/- per Sq. Feet Incentive on every sell made by you. As per our experience, we hope that you will sell about 10,000/- Sq. ft. every month & accordingly incentive will be paid on actual sales made by you.
2. Reimbursement of Petrol Allowance @ Rs. 3.5/- Per KM

Rs 3,55,258 +
Rs 1,20,000 (Travel allowance)

For R.K. MARBLE PVT. LIMITED,

(SUBHASH C. AGARWAL)
DIRECTOR (FINANCE)



Offer from Techieaze Consultancy services

amit.sharma@techieaze.com <amit.sharma@techieaze.com>
To: Balmukund Singh ITS MN <crc.mn@its.edu.in>

Mon, Aug 12, 2019 at 5:09 PM

Hello Mr. Balmukund Singh,

Hope you are doing well !

In continuation to our campus recruitment drive in ITS, we're delighted to extend our offer of Internship for the position of **Jr. Technical Analyst** (Intern) with Techieaze Consultancy Services to –

1. Puja Singh
2. Aakash Kumar

The joining date would be **16th Sep 2019** and they will report to **Mr. Amit Sharma**. Please send us a confirmation on this email by **16th August 2019**.

Please feel free to contact me via email or phone, for any questions if you may have.

Regards,

Amit Sharma

+919810779849

Techieaze Consultancy Services

www.techieaze.com



I'm protected online with Avast Free Antivirus. Get it here — it's free forever.



2
D 77, Basement 6, Sector
63 Noida (India) 201301

Offer of Employment

HR/Offer Letter/063
12Oct. 2019

MR. ABHISHEK KUMAR GUPTA S/O MR. GIRDHARI LAL GUPTA

We are pleased to offer you the position of **Trainee Software Engineer**, in our organization. You will be posted at our Development Centre facility at Noida, India. You are expected to join us on or before 1st **November 2019** as agreed between us. As a token of your acceptance of this offer, please sign and return the acceptance copy of this letter, confirming your date of joining.

Please bring the following for joining:

- Original & Copies of all educational certificates
- 4 recent passport sized photographs
- One copy of Passport and Valid Visas if any.
- One copy of PAN Card
- One copy of Aadhar card

During your training period, we are offering you a stipend of **27,000/ (Seven thousand Rupees)** per month. You will have a training period of 6 months (including 2 years of bond), post which your association with us will be reviewed and confirmed. Post your successful completion of training based on your performance in the training period, you will be getting CTC from **21,50,000 to 22,50,000** per annum. The components & details of annual CTC have been discussed with you as per Annexure 1. This offer letter is valid for 7 working days from the date of issue.

Compensation is a confidential matter and therefore you are requested not to discuss this with anyone in this company or outside.

We look forward to having you as a proud member of our Akili family,

With best wishes,

Amit Aggarwal
(Authorized Signatory)

(Mr. Abhishek Gupta)



2.1

D 77, Basement 6, Sector 63
Noida (India) 201301

Name: Mr. Abhishek Gupta

Designation: Software Engineer

On successful completion of Training period

Salary Components	Monthly	Yearly
Basic	5,000	60,000
HRA	2,000	24,000
Special Allowances	3,300	39,600
Medical Allowances	660	7,920
Conveyance Allowances	1,540	18,480
Gross Salary	12,500	1,50,000

Note 1

Gross Salary is subject to deduction in respect of TDS which depends on applicable income tax rates and investment made by employee during the year.

DECLARATION

I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on or before the agreed joining date.

(Mr. Abhishek Gupta)



D 77, Basement 6, Sector 63
Noida (India) 201301

Annexure 2

Ethics and No Conflict of Interest Agreement

In consideration of Akili Systems Pvt. Ltd., hiring me as an employee, I agree that I:

- a) Shall complete all official activities, accounts and transactions in deadlines prescribed by my superior in the Company in so far as this is possible under normal circumstances.
- b) Shall answer all questions truthfully and in good faith on official matters within the Company in so far as this does not conflict with the Non-Disclosure agreement signed by me.
- c) Shall neither solicit nor help soliciting clients or prospective clients of the Company (whom I come to know during my tenure in the company) for business dealings in an area where the Company is working or is planning to work on or behalf of myself or another organization or entity during my tenure in the Company and for a period of one year immediately after
- d) Will not work or associate myself (whether full time or part time) with another organization, (whether commercial or otherwise) for the period of one year immediately after the termination of this agreement which works or plan to work (in so far as I know to the best of my knowledge) on a product or a project which brings or will bring that organization in direct competition with the Company.
- e) Will not work or associate myself (whether full time or part time) with an existing client of the Company for the period of one year immediately after the termination of this agreement without the prior written consent of the Company
- f) Shall not try to "Crack" or break Company's computer systems or try to access electronic information or programs of the Company for which I am not authorized and shall honour the Company's official policy on "Valid Computer Use" as modified from time to time.
- g) Shall not make attempts to know sensitive (confidential or otherwise) information related to Company from other employees, company journals or other sources unless needed for proper execution of a task assigned by the Company.
- h) Shall not enter into any legally enforceable agreement or contract or any other part-time activity or hobby that hampers or hinders any of my normal duties and /or stops me from adhering to any clause in this agreement.
- i) Understand that the Company has asked all its employees to sign a similar agreement and shall promptly and publicly inform the directly responsible person in the Company in case I notice any shortcoming or breach of this agreement by any other current or former employee of the Company.
- j) After completion of 2 years of service with company either the company or the employee may terminate this agreement, without cause by giving 60 days written notice thereof to the other party or 60 days basic salary in lieu of notice. However, the Company reserves the right to accept salary in lieu of notice.

If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behaviour, theft, fraud or withholding of any information in the Employee Information Form or of any other form of misconduct, negligence or have acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable.

(Mr. Abhishek Gupta)



D 77, Basement 6, Sector 63
Noida (India) 201301

Annexure 3

Intellectual Property Rights Agreement

I agree and accept that intellectual property and patent rights to all works created or developed by or attributed to be created by me during my tenure at the Company will reside with the Company in full. This does not assume that the afore mentioned work(s) were developed using the Company resources or were developed during any particular time of day, which is normally considered "working hours" (usually 09:30 — 18:30 hrs) nor that they were developed at a location which belongs to the company. Moreover, all copyrights to all my works (whether published/released alone or jointly) created during my tenure at the Company including but not limited to research papers, software projects and product designs reside with the Company to whatever extent they would have resided with me in accordance to the law otherwise.

Confirmed and agreed to:

(Mr. Abhishek Gupta)

Permanent Address:

Date and Place:



4

To,

Date:-01st of AUGUST, 2019

Mr. Ajay Juneja

Dob:-05th July, 1997.

Dear Candidate,

We are pleased to inform you that you have been selected for the post of **Associate Engineer- Software Application** position in YSS Softtech Pvt. Ltd., Noida. Initially for Three month you will be under Training & observation and if suitable then you will be under probation for next 3 Months. You need to perform during your provisional period to confirm your position.

Your initial appointment will be as **Trainee: Software Applications Engineer** and would be a Full Time Offer. Training period is limited remuneration period. Provisional position is a stipend based on performance and would be backed by regular tracking of overall personal performance as well as organization performance in 3- 6 months term.

Your primary duties will be to create, design and produce software products for the Market in India and abroad and also support of all our Telecom & IT based software Applications, for customers within India as well as overseas. In addition you will be given software development responsibilities, for new applications as well as up gradation and modification of existing applications. You will also take the role of support to the marketing & sales team within the organization. The regulations associated with promotion and tenure is outlined in the *Appointment Letter that will be given to you once you accept to join.*

You should note that upon receiving your acceptance and on the basis of your performance, we would recommend your appointment to the Board of Directors. Appointments do not become official until approved by the Board of Directors.

Start Date

The **starting date** for your appointment will be **20th of August, 2019** or if u could convey the date at your convenience. (The Joining Date may change and will be informed separately)

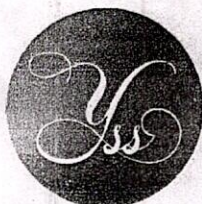
Salary

Your initial joining will be considered as Probationer joining, for first 3 months (Training period) you will only be entitled for stipend and you will not entitle for any salary during your provisional period of Three months. For first three months you will be provided Stipend of **Rs. 7500 per month**. On the basis of you performance during the probation period your Final Salary would be decided.

YSS
Softtech Pvt. Ltd.

CTI Solutions IVR Voice Mail Dialers Call Center Suite CRM

Off:-D -25 , Sector 7, NOIDA. U.P. www.ysssolutions.net E-mail:- info@ysssolutions.net
Tel: +91-7838010185. Tel/Fax + 91-120-2511322.
Reg.Off:- 219, Shayam Street 1, Ghonda. Moujpur. Delhi 110051.



The standard TDS deductions would be as per the Government Rules. The Final Salary and break-up of the salary would be given to you in your final appointment letter. You will need to provide us the necessary documentations for all your claims as specified in the appointment letter and by the company from time to time. Since this offer based on information provided by you, you will need to provide us all the documents specified in Annexure 1. Any false statement may render this offer withdrawn.

You will need to maintain a mobile connection and a mobile instrument for communication to be available for all emergency works at all the time. All conveyance expenses incurred by you to promote the business would be reimbursed. All travel & Accommodation expenses outside the city would be taken care of by the company. Incentive and bonus details if any would be given in the Appointment Letter. You will be eligible for increases in accordance with the salary policy of the Company.

We hope that you will accept this offer. This offer will remain in effect until **19th August 2019**.

Please do not hesitate to contact me should you need any additional information and clarification.

I hope that we will have the opportunity to work together at YSS.

Yours sincerely,
For **YSS Softtech Pvt. Ltd.**

Ms. Shalini Juneja
(Manager- HR)

ANNEXURE I
DOCUMENTS REQUIRED AT THE TIME OF JOINING

1. Relieving Certificate from last Employer/College.
2. PAN Card/Identity Proof along with permanent address proof.
3. Copy of Birth Certificate / School leaving Certificate
4. Academic & Professional Certificates
5. Recent Passport Photographs.
6. Last Pay Slip Drawn (If applicable)
7. Form 16 (1) (Pertaining to Tax Deduction at Source) from the previous employer
8. If member of Provident Fund Scheme, the membership number.
9. An updated CV

YSS
Softtech Pvt. Ltd.

CTI Solutions IVR Voice Mail Dialers Call Center Suite CRM

Off:-D -25 , Sector 7. NOIDA. U.P. www.ysssolutions.net E-mail:- info@ysssolutions.net
Tel: +91-7838010185. Tel/Fax + 91-120-2511322.
Reg.Off:- 219, Shayam Street 1, Ghonda. Moujpur. Delhi 110051.

Fwd: Shortlisted Students

Balmukund Singh ITS MN <crc.mn@its.edu.in>
To: Ravi Prakash <raviprakashhc@its.edu.in>

Tue, Jan 28, 2020 at 9:59 AM

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

From: <hr@fluper.in>
Date: Tue, Sep 3, 2019 at 7:18 PM
Subject: Shortlisted Students
To: Balmukund Singh ITS MN <crc.mn@its.edu.in>

Dear Balmukund Sir,

PFA.

Fluper

Pooja Salwan

Sr. HR Executive
Fluper Limited

e: pooja.salwan@fluper.in
ph: 0120-4579702

skype: live:pooja.salwan

Fluper Limited

Block C, Plot No-142, Sector 63, Noida - India-201301
283 Express Lane Office Suite 2700-454 Sarasota, Florida - 34249
Brass II Building, M Floor, Office No-04, Burdubai, Dubai, UAE- 242637



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With Regards
Kumar Mukund
Corporate resource centre
Institute of Technology & Science
Mohan Nagar Ghaziabad 201007
Phone: 0120-4174909 Extn 929
Mobile: +91 9718006817

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I.T.S - The Education Group
I.T.S - Management & IT Institute

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I.T.S Group Video
I.T.S Group Chairman Receiving 'Jewel of UP & Uttarakhand' Award

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16 th Sep Joinings.xlsx

10K

S.No.	Name	Designation	DOJ
1	Prashant Swain	Software Engineer Trainee	16th Sep'19
2	Prashant Panchal	Software Engineer Trainee	16th Sep'19
3	Nitin Prakash Singh	Software Engineer Trainee	16th Sep'19
4	Akash	Software Engineer Trainee	16th Sep'19
5	Mansi Chaudhary	HR Eecutive Trainee	16th Sep'19
6	Shruti Tyagi	HR Eecutive Trainee	16th Sep'19
7	Harshita Maurya	BA Trainee	16th Sep'19
8	Jaya Joshi	BA Trainee	16th Sep'19
9	Manish Srivastava	BA Trainee	16th Sep'19
10	Yash Johri	BA Trainee	16th Sep'19
11	Sneha Verma	Marketing Executive	16th Sep'19
12	KM Shivani	Marketing Executive	16th Sep'19

30/10/2019

Mr. Aman Kumar Gupta
H.No. 225 Madar Darwaza
Ram Singh KA Bada
Ghaziabad(UP)
Pin Code: 250004
Phone No.9045987416

LETTER OF INTENT

Dear Aman,

Based on the meeting and mutual agreement we are glad to share with you the Letter Of Intent. The Letter of Intent hereby verifies that you will be undergoing **training for ERP Implementation** at Pinga Solutions Pvt. Ltd from 4th November 2019.

The duration of training-cum-probation will be six months, this would include on-site and in-house training. On successful completion of training and your performance assessment during that period, you will be issued an appointment letter and will be hired as **Implementation Trainee** on a fixed monthly stipend as per the statutory norms.

During the training period you will be bound by the rules and regulations of the company as applicable. During the training you will be required to generate reports, enter data into the software, run processes and give training to users, provide support to users. You may be placed on any of the client sites/locations of Pinga Solutions during your tenure with the company. As discussed you have agreed to work with Pinga Solutions for a term of at least two years from the date of joining.

If placed on site, you are expected to report your daily attendance to HR and submit the Daily Call Reports (format to be provided by HR) everyday. You will be eligible to claim the site conveyance as per the Conveyance Policy of the company, kindly check the same with HR. You will be entitled to one day leave during the probation period, however during the initial one month no leaves are allowed.

Best Wishes for a long, happy and rewarding career with us.

For Pinga Solutions Pvt Ltd

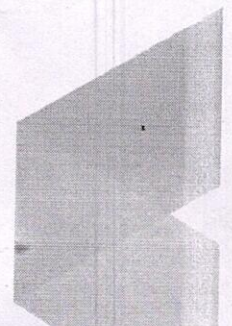
HR Department

Director

Pinga Solutions Pvt. Ltd.

📍 A Block - 130, Sector-63, Noida 201301, India | 761 Bay Rd, Mill Valley, CA 94941, USA

☎ +91 98108 88506 ✉ info@pingasolutions.com 🌐 www.pingasolutions.com



Fwd: Invitation Letter from ITS for Campus Placement

Jyoti Sharma CRC <jyotisharma.crc@its.edu.in>
 To: CRC Executive Officer <crc.execoff@its.edu.in>

Thu, Nov 21, 2019 at 4:48 PM

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

From: **Anuj Walia** <anuj.walia@careers360.com>
 Date: Mon, 14 Oct 2019 at 10:44 AM
 Subject: Re: Invitation Letter from ITS for Campus Placement
 To: Jyoti Sharma CRC <jyotisharma.crc@its.edu.in>
 Cc: Durba Roy ITS MN <crchead.mn@its.edu.in>, Surabhi Tiwari <surabhi.tiwari@careers360.com>

Hi Team,

We have selected below mentioned students for mentioned profile:

1. Aachran Jain (B2C) - We will release the offer letter in this week.
2. Rohan Mittal (B2B) - He need to come for final round of face to face interview on Wednesday.

ed your confirmation for Aachran Jain, his joining is on 7th November 2019.

On Thu, Oct 10, 2019 at 10:36 AM Anuj Walia <anuj.walia@careers360.com> wrote:
 Dear Jyoti,

Kindly take a note, we are conducting the drive in two rounds. Below are the details:

TIME 9 AM	
Sno.	Name
1	Aachran Jain
2	Aman Shrivastav
3	Anjali Singh
4	Ankit Kumar Saini
5	Rishav Raj
6	Rishi Sharma
7	Rohan Mittal
8	Ruchika
9	Sachin Kesarwani
10	Sarita Rajput
11	Divyank Wason
12	Himani Garg
13	Himanshu Gautam
14	Istkhari Ahamad
15	Japneet Singh Chabra
16	Jeetika
17	Jyoti Kumari Pal
18	Shubham Mishra
19	Shubham Singh
20	Somitra Chatterjee
21	Lalit Kandpal
22	Mahima Bagga
23	Yash Agarwal

TIME 3 PM	
Sno.	Name
1	Manish Gupta
2	Manjeev Kumar Singh
3	Pranay Rustagi
4	Priya Tomar
5	Arun Bhasin

Durba Roy ITS MN <crchead.mn@its.edu.in>

Shortlisted Candidate for US IT Recruiter profile

vishal@dnjinfotech.com <vishal@dnjinfotech.com>
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Tue, Mar 3, 2020 at 9:48 AM

Hi Mam,

Please find the revised list of the shortlisted candidates attached with this email. PGDM Students can join from 11th May 2020 and the MBA Students can join from 1st June 2020.

[Quoted text hidden]

----- Original Message -----

[Quoted text hidden]

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I.T.S Websites

[Facebook.com](#)

I.T.S-The Education Group | PG Campus | UG Campus | PGDM @ ITS

[Linkedin.com](#)

I.T.S-The Education Group | PG & UG Campuses

[Twitter.com](#)

I.T.S-The Education Group | PG & UG Campuses

[Instagram.com](#)

I.T.S- Mohan Nagar Ghaziabad

[YouTube.com](#)

I.T.S-The Education Group | PG Campus | UG Campus | I.T.S Group Video | [I.T.S on Roadies](#) | I.T.S Group
Chairman Receiving 'Jewel of UP & Uttarkhand' Award

[I.T.S Guinness World Record Award](#)

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"Please consider the environment before printing your emails"

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**ITS Shortlisted Candidate.xlsx**

10K

SR NO	NAME	CONTACT NO	Salary
1	Prakriti Singh	6391232103/7379971620	4.2 LPA
2	Yash Aggarwal	8439658692/7505588114	6 LPA
3	Aakash Mishra	9870817187/8800940355	5 LPA
4	Rishita Bhatt	7084552320	5 LPA
5	Satakshi Divedi	8112314697	5 LPA
6	Kunal Mudgal	8920079502/9868000399	4.2 LPA
7	Abhay Sharma	9899201911	4.2 LPA
8	Suryansh Kumar Chauhan	8218832988/8126920601	4.2 LPA
9	Rahul Kumar	9708543611/7980046922	4.2 LPA
10	Shubhadeep Das	9354191380/8420689795	5 LPA
11	Surabhi Nain	9818329557	4.2 LPA
12	Kalyani	8755962881	4.2 LPA
13	Shubhangi Rastogi	935407942/8587862154	4.2 LPA
14	Priyanka Singh	9958578511	4.2 LPA
15	Charu Bansal	9560601996	4.2 LPA
16	Vidhi Singh	9540005495	4.2 LPA
17	Tushar Yaduvanshi	8700351275	4.2 LPA

Personal & Confidential

Date: January 27, 2020

Mr ABHAY SINGH
Joining Location - Delhi/NCR

APPOINTMENT LETTER

Dear ABHAY,

With reference to your acceptance of the career offer letter we are pleased to confirm your appointment in our Organization at 'Magicbricks Realty Services Limited', as:

- | | | |
|------------------------|---|---------------|
| • <u>Designation</u> | : | Sales Trainee |
| • <u>Business Team</u> | : | Sales |
| • <u>Level</u> | : | Officer 2 |

1. This appointment will be effective January 27, 2020 subject to terms and conditions detailed below. Your initial place of work will be at our Noida office. Your services, based on job/business requirement, may however be transferred to any of our other offices whether in existence or planned in the future.
2. Your Total Target Remuneration will be a salary of **Rs/- 400000 Rupees Four Lakh(s) Only**, the detailed break-up of the salary as per company rules is specified in **Annexure A**.
3. Magicbricks Realty Services Limited follows a matrix system of organization in which colleagues are expected to report and relate to seniors and peers at various levels. Multiple reporting and responsibility is the essence of our organizational structure to foster imagination and ideation, unlike linear and single reporting in conventional organizations.
4. You shall be on regular full time position and confirmed employee from **January 27, 2020**.
5. That having being assured of your long term commitment with the organization, Magicbricks Realty Services Limited may bear your relocation expenses, notice period, joining cost or any other such expenses. In the event of your separating from the company before completion of one year from the date of your appointment, you will be liable to pay back all such expenses incurred by Magicbricks Realty Services Limited.
6. During your employment, and even thereafter, you will maintain confidentiality of all information pertaining to Magicbricks Realty Services Limited and its businesses / operations etc. and shall not disclose the same to any other than in reference to the business of the company and in the course of your duties, without expressing written permission of the company. That all intellectual property rights relating to the work done or created by you including all literary, dramatic or artistic work done in the course of your contract with the company solely and exclusively to Magicbricks Realty Services Limited in perpetuity and Magicbricks Realty Services Limited shall have the sole and exclusive right to utilize any such material including text, photographs, illustrations, graphics, film, articles, stories, features, cartoons, books, audio, video, logos, brand names, other items, etc. created, written, made by you. The right in these works that are created, written or made shall continue to vest with Magicbricks Realty Services Limited even after the termination/discontinuation or end of the contract period. You shall not be entitled to any residual copyright in the same. Magicbricks Realty Services Limited would have all exclusive and universal rights to republish, resell or reuse in any newspaper, magazine in any language or in any medium (print, publishing, electronics, television, radio, internet, digital, web, etc.) the articles, stories, features, cartoons, photographs, illustrations, graphics, books, audio transcripts, audio and or visual work, logos, brand names, other items if written, given or created by you during the currency of the contract period. Magicbricks Realty Services Limited shall be free to make use of your contributions or work or exploit the same in any manner in all of the media whether it is portals or internet, radio, television, broadcasting or DTH and any other emerging form or media driven by technology or otherwise without any payment to you.

Signed and Accepted
ABHAY SINGH

7. The relationship between the Company and you being employer-employee is entirely governed by this appointment letter/contract and no statute or awards or any other instruments shall govern the same.
8. You shall work exclusively for the company and undertake not to engage in any assignment or accept any employment whether free or paid, directly or indirectly in any other media company including newspaper, magazine, internet, television, radio or any other form of media engaged in dissemination of content. Likewise, you shall not accept any invitation, whether honorary or paid, to appear on television or on radio.
9. During employment, as also after leaving the company, you undertake not to solicit, in any way directly or indirectly, any client or employees of the company or induce them to change their relationship / employment with the company. It is also agreed between you and Magicbricks Realty Services Limited that in the event you resign / separate from Magicbricks Realty Services Limited, you will not recruit, select or influence in any way, any employee of our Magicbricks Realty Services Limited or anyone working with us on contract, to join your future employment, as an employee or partner or any other form of work association.
10. As per the company policy, you will be eligible for 20 days of Privilege Leave from the date of completing 1 (one) year. In addition to the privilege leave you would be eligible for 15 Days of Casual Leave & Sick Leave combined together.
11. Clauses of Termination:
 - a. In the event you are found guilty of wilful insubordination, disobedience, illegal strike, negligence of work, theft, fraud, dishonesty, damage or loss to Magicbricks Realty Services Limited goods and property, illegal gratification, taking/giving of bribes, breach of rules / instructions of Magicbricks Realty Services Limited, collection of money on behalf of Magicbricks Realty Services Limited, without its permission, carrying on business outside Magicbricks Realty Services Limited premises, drunkenness, indecent behaviour, intoxication, indiscipline, gambling, distributing pamphlets, etc, eve teasing, sexual harassment, in the premises of Magicbricks Realty Services Limited, holding meetings without permission in Magicbricks Realty Services Limited premises, disclosing information to third party, unauthorized possession of lethal weapon, Magicbricks Realty Services Limited may warn or censure / fine / suspend / terminate your services, in lieu of process of jurisprudence.
 - b. Otherwise MBRSLL may terminate the services by giving 15 day notice to the other party, without assigning any reasons.
 - c. Either party may terminate the services by giving the one months' notice or an amount equal to one month's basic salary in lieu of notice to the other party.
12. Prior to termination of your employment, by any reason whatsoever, you agree to return all your papers, documents, financials, policies, plans, business, branches or other aspect of the company, which may be in your possession nor will you retain any copies thereof or extracts there from, to the complete satisfaction of the respective business head. You shall indemnify and keep the company and its affiliates indemnified against any loss or damages arising from any breach of this provision vis a vis the conditions laid herein.
13. You shall hold yourself in readiness for any training at any place or places whenever required.
14. You shall not borrow or lend money within the Company.
15. You shall not divulge any secrets connected with the trade, business, process or interests of the Company or part with any information to the detriment of the Company's interests, nor shall you make any statement to the press/media on any of the issues on behalf of the company or otherwise.
16. In the event permission is granted by the Company, under some special circumstances, to you for any assignment outside the company, which is commercially exploitable, then fifty percent of the share of proceeds will vest with the Company. If the same is not of a commercial nature it should be made known to the concerned party that you are appearing or contributing on behalf of the Company.
17. You shall disclose all of your interests including investments in companies and your relatives in politics to ensure that your reporting is unbiased and objective.
18. You agree not to accept any gifts from any person that may be offered and shall adhere strictly to Magicbricks Realty Services Limited's policy on gifts.
19. If you are required to contribute any works, inputs in addition to work assigned to you shall not be paid extra for the same. You will be required to attend duty in shifts for the completion of the same.

20. You may be pampered, mollycoddled and felicitated by the government and other organs of state or sections of the civil society for their PR. You should not expect the same from the Company as your relationship with the Company strictly being employer-employee. Senior members of the government including ministers may visit you even on your ritualistic occasions such as anniversaries, birthdays, etc. for their PR purpose, as you are in employment of a high visibility leader media organization. You will not expect the same from the Company since the Company has no need to do any PR with you.
21. Likewise, other organs of the State, including, government or institutions may propitiate you to do specialized writings on the plea that only you can do such a specialized writing on laudable subjects such as military, national integration etc. You are aware that when you take up such assignments it is in deviation and conflict with your employment relationship with the company. If ever you are permitted to make such a contribution for the nation, it will then obviously, be the contribution of the company, and you will be duty bound to project and represent so that the company gets due acknowledgement.
22. You happen to be involved in the processing of news and handling of events of importance to people involving public or special celebrity groups. You thus occupy a position of importance to these groups which will obviously make reverential gestures to you for their PR need. You will not expect the same from the Company.
23. The Company has often welcomed former employees back, and it is a matter of record that people have left and returned. The Company has often been involved in India's most coveted events. This being so, it has never felt the need to hold farewell events which, obviously, have no rationale or appeal given the company's engagement in mega events which are sponsored as well as entertaining. People in the company have little or no time to attend such ritualistic farewell events. Moreover joining such farewell parties either by Directors or senior members of the organization is, indeed, not tenable given the choice to attend so many mega events of the Company as part of their duty or otherwise.
24. You should respect protocols and culture of the organization as different from that of other states. We do not encourage practices, designations etc. followed by other states. We do not want any practices/appurtenances from the other states. That is why we do not allow security guards saluting us (Government/Military/Police) or bowing by the staff as applicable in other states (law). Our appreciation is more based on contribution and talent than bowing and saluting. We do not encourage over courtesies and under courtesies because the same delays the process. The Company's courtesies and protocols are meant to expedite the transactions. People who perform over courtesies tend to cause divisiveness in the organization.
25. It is understood that the Company shows more appreciation for those who keep away from smoking and drinking.
26. Except on holidays as notified from time to time by the Company, you shall attend the office punctually and regularly and devote to your duties the whole of your time and attention and you will not without previous written consent of the Company be engaged directly or indirectly in any trade, business or occupation whatsoever.
27. You are liable to be transferred from one department to another and from one shift to another shift in the same department or any other department or from one branch to another branch of the Company and also its associate companies existing or acquired/started later on, as required by the exigencies of our business at the discretion of the Company and you shall do such work which will be assigned to you from time to time.
28. Your employment will be subject to rules and regulations and conditions of services at present and those made from time to time as applicable to your category of employees.
29. Your retirement from the services of the Company will be on completion of 58 years of age provided that a qualified physician/ doctor shall be satisfied with your mental /physical fitness for efficient performance of your duties when you attain the age of 55, or else the age of retirement shall be on completion of 55 years of age **December 13, 1998** is your date of birth as per the records of the Company.
30. As part of training and development of your skills and faculties, Magicbricks Realty Services Limited will need to invest in cash and kind. During the course of this training and development as well as your engagement with Magicbricks Realty Services Limited you will be privy to proprietary and confidential information/ knowledge including trade secrets and the company's confidential business, marketing and publishing strategies.
31. In lieu of these investments, you agree not to leave the services of Magicbricks Realty Services Limited without providing one months' notice. You shall thus undertake not to work with any competing business in the similar domain as of your employment with Magicbricks Realty Services Limited for a period of one year from the date of actual discontinuation of your services with the organization. In reference to clause (1) above, if the organization invests in your training and development, you may be required to execute requisite agreement(s) thereof and the provisions under the relevant agreement shall be acknowledged, consented to and complied with by you in addition to the provisions herein.

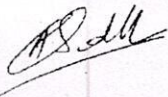
32. Any Hospitality/ Entertainment which is of substantial monetary value should be refused. It would however be too rigid to say that no hospitality should be accepted. Some examples of hospitality / entertainment which may be acceptable (subject to a nominal limit of Rs. 500/-) depends on who is providing the hospitality, why the employee is there and the nature of the dealings between the Company, the employee and the provider of the hospitality: e.g. a working meal provided to allow parties to discuss or to continue to discuss business, invitation to attend a dinner or function of a Society, Institute or other non-commercial body with whom the Company has contact, invitations to attend functions where the employee represents the Company (opening ceremonies, public speaking events and conferences).
33. Your appointment and its continuation has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to seek clarifications & take necessary actions as may deem fit.

Please return the duplicate copy of this letter duly signed in token of your having accepted the appointment on the above terms and conditions of this letter of appointment.

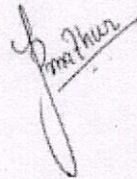
We welcome you at **Magicbricks Realty Services Limited** and wish you a rewarding and successful career ahead with us.

With best wishes,

Yours Sincerely,



Sudhir Pai
Chief Executive Officer



Puja Mathur
Head – HR Shared Services

ACCEPTANCE

I have gone through the aforesaid letter with clause of appointment and have understood fully the contents and intend of the above said documents and all the terms and conditions given in it are fully satisfactory and acceptable to me, and they are binding on me.

I accept the terms and conditions of employment hereinbefore provided by signing and returning the duplicate copy of this letter.

Name: ABHAY SINGH
Place: Delhi/NCR
Date: January 27, 2020

Annexure A

The details of your Compensation Break up are as follows:

Salary Components	Amount per month (In Rupees)	Amount per annum (In Rupees)
Basic	10000	120000
HRA	5000	60000
Special Allowance	16652	199828
Total Cash Components (A)	31652	379828
Provident Fund (Employer's Contribution)	1200	14400
Gratuity	481	5772
Total Retirement Benefits (B)	1681	20172
TTR (A+B)	33333	400000

* Unclaimed amount is paid at the end of financial year.

Variable Pay component is linked to Individual and Organizational performance.

This is paid Quarterly basis achievement of set targets.

Other Benefits

- You would also be eligible for Field Sales Expenses, Incentives as per your role and as per company policy.
- Mediclaim Hospitalization coverage for self, spouse, children (up to 2 under 25 years of age) & nominated dependent parents/parents-in-law as per company policy.
- Group Term Personal Accident coverage for self as per company policy.

Income Tax provisions and applicability on all the above would be borne by you.

No other remuneration/benefits other than those specified above would be payable/applicable unless specified by a separate written order or unless specifically applicable to your category of personnel.



Letter of Offer from Kotak Mahindra Bank

Candidate Name

ABHINAV VERMA

Name of Institute

ITS

Date

14/02/2020

A warm welcome to the Kotak Acquisition Managers Family. We are pleased to offer you the role of Relationship officer at Kotak Mahindra Bank Limited. Your remuneration per annum is 3.50 LPA Lacs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate

Santosh

Fwd: Offer from Vedantu - Akash Kumbhaskar

1 message

Akash Kumbhakar <akumbhakar06@gmail.com>
To: crchead.mn@its.edu.in

Fri, Jun 5, 2020 at 8:35 PM

On Fri, Jun 5, 2020, 7:53 PM Shaik Rahiman <shaik.rahiman@vedantu.com> wrote:
Dear Akash Kumbhaskar,

Welcome to Vedantu!

Your offer letter is attached to this email and we look forward to having you onboard soon. At Vedantu, we are a young team of super talented professionals and we look forward to working with you.

We exist to
empower the
progress of
masses through
education

▪ We value *Student Obsession, Care for the student, Innovation and Hunger*; which we will achieve with a *Bias for Action, Mutual Respect and Meritocracy*.

Please reply all with your acceptance of the offer and also your tentative date of joining us.

Kindly spend some time filling in the details on the following link. It will help us make your joining as seamless as possible and ensure you have an enjoyable experience while joining Vedantu.

Vedantu Employee Joining Form: <https://forms.gle/DAMAWJacQetmoqB57>

Please send us the following documents (photograph / scanned copy) at hroperations@vedantu.com.

1. All-Academic Documents (Especially 10th, 12th, Graduation, Post-graduation)
2. Pan Card
3. Aadhaar Card with Date of Birth mentioned in DD/MM/YYYY format
4. Latest Resume
5. A good photograph of yours in soft copy (will be used for your ID card)

12/5/2020

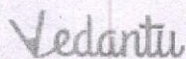
I.T.S The Education Group Mail - Fwd: Offer from Vedantu - Akash Kumbhaskar

6. Bank Details - Cancelled Cheque/Pass Book/Statement Copy

7. Last Three Months' Salary Slips (as applicable)

8. UAN Card/PF Account No (as applicable)

--
Thanks & Regards,
Shaik Rahiman
HR Team.

Vedantu

www.vedantu.com



Offer Letter - Akash Kumbhaskar.pdf
156K

05 June 2020

Dear Akash Kumbhaskar,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Academic Counselor"** in our **FOS Team**. I am sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision.

Let's try and understand what this opportunity has in store for you. Vedantu, started as a consequence of the passion for education and learning that the founding team shared and with a vision to change the way technology can help make learning more effective and engaging for anyone. Since inception, Vedantu has grown from being just a start up to a company taking its first steps into the market and planning the bigger leaps in the coming days. Our products and services have been a result of passionate work of the team and valuable feedback of the users and needless to say, everyone has loved the products/services in their early stage itself.

We, as a team, take as much pride in our work culture as we do in our offerings, well, these two are inseparable for us. We are a group of extremely passionate and talented individuals who are attached to the vision of the company and take the onus on themselves to attain that Vision. The only rule in Vedantu is to enjoy work and be accountable for the same, and, that binds us all. There will be times when the targets will be pressurizing but we feel that passion and love for what we are doing will always sail us through the arduous tides, together.

We understand that this will mark a very significant step in your career as well. This will be a very different experience for you and we hope you are equally excited about the same. We hope that you can carve out a niche for yourself in this team and find the satiation and joy that everyone craves for in the professional aspect of Life and in the process grow with everyone else.

Coming to the professional part of the offer, you will need to join Vedantu Team in **Kolkata 1** & Your probation period would be 6 months from the date of joining. During probation period the company shall have a right to terminate the employment with the company by giving 15 days' notice. The employee shall have the right to terminate the employment with the Company by giving 15 days' notice. On confirmation of Probation, notice period will be 30 days for both parties.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment.

Your fixed remuneration would be **INR 400000 (Rupees Four Lakhs only) per annum as per Annexure A**. In addition, you would be paid **INR 80000/- as Retention Bonus on completion of one year from the date of actual joining at Vedantu subject to satisfactory performance with rating Meeting Expectations and above**.

On the financial front, your growth at Vedantu will be linked to your performance and company's growths, we are confident of both. We are looking forward your date of joining on **06 June 2020**. A wonderful experience awaits you here, that's a promise!

Cheers!
Anand Prakash
Director & Co-founder
Vedantu Innovations Pvt. Ltd.

Vedantu Innovations Pvt. Ltd.
#1081, 2nd, 3rd & 4th Floor, 14th Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102
CIN: U72900KA2011PTC060958

www.vedantu.com

Annexure A

Sr. No.	Components Structure	Monthly	Yearly
1	Cost-to-company (CTC) as per Offer	33333	400000
2	Employer's Contribution to Provident Fund	1800	21600
3	Employer's Contribution to ESIC	0	0
	NET CTC	31533	378396
Salary Break Up			
A1.	Basic Salary	15767	189204
A2.	House Rent Allowance	7884	94608
A3.	Statutory Bonus	1419	17028
	(A) Sub Total (A1+A2+A3)	25070	300840
B1.	Mobile /Internet Reimbursement	0	0
B2.	Professional Development	0	0
B3.	Leave Travel Allowance	0	0
B4.	Special Allowance	6463	77556
	(B) FBP Sub Total (B1+B2+B3+B4)	6463	77556
	Sub Total (A)+(B)	31533	378396
Deductions			
C1.	Employee's Contribution to Provident Fund	1800	21600
C2.	PT	200	2400
C3.	Employee's Contribution to ESIC	0	0
	(C) Sub Total (C1+C2+C3)	2000	24000
	*Estimated Take Home [(A)+(B)-(C)]	29533	354396

* TDS applicable as per Income Tax and other applicable law.

Date: 12th February 2020

**Mr. Akshay Tomer
S/O : Mr. Ramvir Singh
House No. 190, E block
Sector -27, Noida
Uttar Pradesh -201302**

Offer Letter

With reference to our discussion and your interview held respectively on 28th January 2020 at ITS College Campus, Mohan Nagar, Ghaziabad, kindly note that we can give you an opportunity to work at our office on following terms: -

Designation: Executive – Business Development

Your location of posting will be at **Noida**. The company reserves the right to transfer you to any other location where the company has office or newly established office as per the requirements of the company. Your services are transferable at short notice, to any department or to any office, branch, division of this company or in any subsidiary of the company or your services may be seconded you to any other company or any other place where work of the company is carried out, as may be necessary.

Kindly note that you will have to report for work on **24th February 2020** at A-21, Sector 5, Noida.

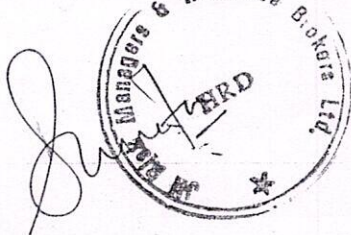
Kindly note that we have a heavy work schedule and in case you have any physical/medical conditions which shall hinder your full attention to your work under stress, you should declare the same now.

You will be under probation employment for 6 months and this period may be extended at the discretion of the Management depending upon your work and conduct. In case, we find that you are not able to perform to our satisfaction (to be judged by us against parameters defined by us) we shall be at liberty to separate you from the employment of the company with 15 days' notice or proportionate basic salary in lieu thereof anytime within 6 months from the date of joining.

The remunerations details are as follows: -

Annual Salary (INR)	323736
Annual Bonus (INR)	10202
Total Reimbursement (INR)	44400
Annual CTC (INR)	378338

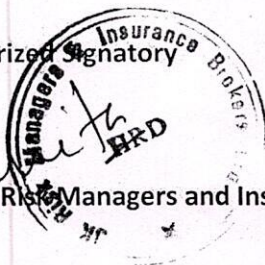
Other terms and conditions of our company regarding HR practices shall be applicable and you should ask for the same and satisfy yourself fully prior to joining as we shall not entertain any requests etc. for special leave, transfer, change of department etc. subsequent to your joining at your place of posting.



Also, kindly note that incase the information provided by you found to be not correct than the Management reserves right to terminate without giving prior notice.

Looking forward for your joining on or before **24th February 2020**.

Authorized Signatory



For JK Risk Managers and Insurance Brokers Limited.

HO/HR/TA/547

Date:23/10/2020

Mr. Alok Kumar
Ghatotand, Ramgarh,
Jharkhand – 825314

Dear Mr. Alok Kumar,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and / or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's Vision of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of offer are as follows, and shall be confidential.

You will be on a training for a period of 12 Months, which may be extended or regularized based on your performance and the successful completion of training will be followed by a six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your Remuneration will be as follows:

1. Annual Salary would be Rs. 3,00,000/- (Rupees Three Lakhs Only).
2. Apart from the above, you will be eligible for Performance Pay/Performance Incentive as per Bank's policy, applicable to the Role/Grade.

"The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions, if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

ESAF SMALL FINANCE BANK LIMITED

RBI License No : MUX 1124. CIN: U65990KL2016PLC045669

Registered G Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan.

Mannuthy, Thrissur - Palakkad National Highway, Thrissur – 680 651, Kerala.

Ph. No: 0487 7123456, 123457. Email: info@esafbank.com www.esafbank.com

Your initial posting will be at any branch/office anywhere in Delhi NCR. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the ESAF Bank from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

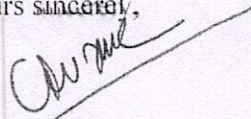
Your appointment is subject to necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present / previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you are required to join the Bank as per the date, agreed in our discussion.

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Dr. Jose AV
Head H8

To: Ghatotand, Ramgarh, Jharkhand - 825314
CC to: Head-HR/Finance/Personnel file.

ESAF SMALL FINANCE BANK LIMITED

RBI License No. : MUM 124. CIN: U65990 RL2016PLC045669

Registered & Corporate Office: ESAF Small Finance Bank Limited. Building No. VII/83/8, ESAF Bhavan, Mannuthy, Thrissur - Palakkad National Highway. Thrissur - 680 651, Kerala.
Ph. No: 0487 7123456, 123457. Email: info@esafbank.com www.esafbank.com

09 July 2020

**AMAN PRATAP SINGH
INSTITUTE OF TECHNOLOGY AND SCIENCE
VARANASI**

Dear AMAN PRATAP SINGH

Welcome to the Chola family!

We are extremely delighted to offer you the position of **Insurance Trainee** at **CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED** part of the Murugappa Group.

The duration of the Traineeship will be one year. Your assimilation into our system depends on your enthusiasm to bring your learning into your specified role, your willingness to experiment with your learning and a desire to learn. During this period, we will provide you training exposure to a set of functions within the organisation and also to undertake specific assignments across locations.

Your annual Cost to Company would be Rs. 3.5 Lakhs, details of which are appended in the Annexure- I.

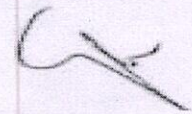
The exact date and place of training and placement will be communicated to you in due course.

Please sign and return the duplicate copy of this letter. Your appointment is subject to your background verification and medical fitness and your successful completion of your Academic Degree in April / May 2020.

Please review the list of mandatory documents related to your identity, address proof and education qualifications provided in the Annexure - II of this document and you are requested to send them to us at the earliest.

We look forward to meeting you soon and trust that your association with the Murugappa Group will be a mutually beneficial one.

**Yours faithfully,
For CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED**



Authorized Signatory

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

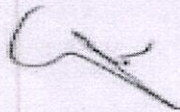
SIGNATURE

Contact:	Landline:	Mobile:
	Email id:	Emergency Contact: (Name & Mobile no)

ANNEXURE

Name	AMAN PRATAP SINGH	
Grade	GRT	
Designation	INSURANCE TRAINEE	
Location	VARANASI	
Particulars	Our Offer - Per Month (Rs.)	Our Offer - Per Annum (Rs.)
Basic	10500	126000
House Rent Allowance	5250	63000
Conveyance Allowance	1600	19200
Sales / Other Allowance	7100	85200
Gross salary	24450	293400
Retention Bonus	2917	35000
Employer PF	1800	21600
Annual CTC	29167	350000
Business Related Expenses	Monthly BRE to be paid based on your grade & location eligibility, after deployment at the location	
(**) Retention Bonus is payable after completion of one year of service.		
You will also be eligible for incentives amount up to Rs 3,00,000/- Per annum based on the productivity and incentive schemes applicable to your role.You will be eligible for the incentive schemes after completion of six months.		
Other Benefits:		
Group Mediciam Insurance : You will covered under the Group Health Insurance Policy of the company for Rs.1,25,000/-.		
Group Term Life Insurance: 50 times monthly gross salary or Rs.2 Crores, whichever is lesser.		
Group Personal Accident Insurance: Rs.5,00,000/-.		
(*) - Incentive is paid based on your performance with respect to your applicable scheme and is inclusive of Bonus (as Applicable) payable under the payment of Bonus Act.		
Note: Please do not disclose the salary with anybody other than the under signed.		

For CHOLA PEOPLE AND MARKETING SERVICES PRIVATE LIMITED



Authorized Signatory

Annexure – II**List of Mandatory Documents to be provided**

Documents	Remarks
AADHAR	Aadhar Card should reflect the Full Date of Birth
PAN	Minimum the PAN number, acknowledgment copy not accepted. If PAN is not there candidate to apply online / apply duplicate.
KYC (Photo and Address Proof)	1. Driving Licence 2. Passport 3. Voter ID
Education documents	1. 10 th Standard Pass certificate and Mark Sheet 2. 12 th Standard Pass certificate and Mark Sheet 3. Final marksheet / Previous semester Marksheet for Graduation / Post Graduation



Letter of Offer from Kotak Mahindra Bank

Candidate Name	Aman Shrivastav
Name of Institute	ITS Ghaziabad
Date	14th February ,2020

A warm welcome to the **Kotak Budding Managers** Family. We are pleased to offer you the role of **Relationship Officer** at Kotak Mahindra Bank Limited. Your remuneration per annum is **3.50 Lacs**. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate



Majorel India Private Limited
(Former Name : Bertelsmann Marketing
Services India Private Limited)
Plot No. 444, Udyog Vihar, Phase V,
Gurugram-122016, (Haryana) India

STRICTLY PRIVATE & CONFIDENTIAL

June 20th, 2020

TID: T3714

To,
Anand Kumar Jha,
New Delhi

Letter of Intent

Dear Anand,

Subsequent to the meetings between Majorel India Pvt. Ltd and you, we are pleased to issue a Letter of Intent on the following terms & conditions set here in:

1. **Role, Grade & Designation:** You shall be appointed to the position of Inside Sales Representative.
2. **Date of Joining:** You shall join the Company on or before 22-June-2020, unless mutually agreed in writing otherwise. The offer would be deemed to be automatically null and void post the above mentioned date.
3. **Employment Contract:** You shall be issued a formal Employment Contract within a month of your joining the company, subject to completion of all joining formalities in all aspects.
4. **Probation:** You shall be on a probation period for six months (extendable further if necessary) and confirmation shall be subject to your performance.
5. **Authenticity of Information & Legal Provisions:** The offer is subject to the accuracy of the testimonials and information provided by you and your being free from any legal or contractual restrictions preventing you from accepting this offer or starting work on the above mentioned date.
6. **Work Location:** Presently you shall be based in Gurgaon, India. However, your services can be transferred from one office/site to another office/site of the company or any of its subsidiaries or associated companies in any location within India.
7. **Compensation & Benefits:** After joining the company, your "**Maximum Earning Potential**" including the variable pay shall be Rs. 3,50,000/- INR (Three Lacs Fifty Thousand Rupees only) annually.
Income Tax or any other statutory deductions will be made at source, as per the applicable tax laws prevailing. Your performance would fall under an annual review scheme or any other target based growth plan as applicable to your role and designation. Variable payout shall be based on your performance and would be detailed in the annexure if applicable in your case. This shall be disbursed to you in accordance with the prevailing standard compensation plan of the Company, information on which shall be provided to you upon joining the organization. Income Tax or any other statutory deductions will be made at source, as per the applicable tax laws. All this is subject to your being in the organisation's employment and you are not under notice to leave the organisation on the disbursement dates of all such payments. A detailed salary annexure is enclosed for your reference.
8. **Working Hours, Leaves and other Benefits:** You shall be required to work in a 24X7 environment as per the shift rosters assigned to you. You will be eligible to participate in the leave policy of the organisation as per the policy provisions. You will also be eligible for other benefits in accordance with the organisation rules and regulations, as applicable to your grade, role and designation. The same is subject to alteration and amendment, and you will be entitled to the same as per the rules of the organisation.
9. **Training:** In case your job role requires a certain training duration initially, you shall be assessed during and post completion of training on knowledge of the training imparted. In case the assessment results are not up to the organisational standards or client standards or both, you shall be required to discontinue with the program / role. At the same time, the appointment with the organization also shall be based on the successful completion of training offered by the organisation and passing of all qualifying assessments.
10. **Leaves during Training:** During training, an employee shall not be allowed to take leaves and the entitled leaves shall be credited to the account of the employee in the second month of joining.
11. **Notice for Separation / Termination:** During training, an employee is required to serve the notice period of 7 (seven) days in writing or 7 (seven) days salary in lieu of notice period. Post training period and during probation period, the period of notice on either side shall be 15 or 30 days in writing or equivalent salary in lieu thereof. For confirmed employees, 30, 60 or 90 days of written notice or equivalent salary in lieu thereof shall be applicable. The notice period in both probation period and post confirmation, would be subject to the role and designation you are being hired for and would be detailed in your formal employment contract. The organisation shall be at liberty to waive off notice period at its discretion without assigning any reason

**Driven to
go further**

Tel: +91 124 4699555
Fax: +91 124 2567704
E-mail: info@majorel.biz

Registered Office:
215, 2nd Floor, Suneja Tower-II,
District Centre, Janak Puri, New Delhi- 110058,
Delhi India



Majorel India Private Limited
(Former Name : Bertelsmann Marketing
Services India Private Limited)
Plot No. 444, Udyog Vihar, Phase V,
Gurugram-122016, (Haryana) India

whatsoever. However, in the event of your being guilty of misconduct or negligence in the discharge of your duties or in the conduct of the organisation's business, or such misdemeanor which is likely to affect, or affects the reputation of the organisation's working or breaches any of the terms and conditions herein, the organisation reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.

12. **Documentation for Employment:** In the event of non-submission of any of the documents asked for during your offer and joining process within 7 (seven) days of joining, the organisation may terminate your services with immediate effect. You would not be entitled to any terminal or separation benefits in this case.
13. **Professional Ethics and Confidentiality:** You will promote the interests of the organisation and will not divulge to any person or utilize any of the organisations's secrets or other related Information (which you may possess by reason of your association with the organisation) outside the organisation. The organisation reserves the right to terminate services of an employee with immediate effect on grounds of breach of code of conduct policy, violation of any other policy in the organisation, negative background checks, misconduct or where the performance has been found to be unsatisfactory. You may lose the right to any terminal or separation benefits subject to severity of incident.
14. **Information Security:** You are solely responsible for being acquainted and complying with Majorel's Information Security regulations, breach of which may result in separation of services. You may lose the right to any terminal or separation benefits subject to severity of incident.
15. **Absence without Approval:** In the event of continuous absence from duty without prior approval/proper authorization for a period of two days consecutively, it shall be deemed to be voluntary abandonment of the job from the services of the company without giving proper notice as mentioned in the notice period clause above. This voluntary abandonment of job shall be effective from the first day of such unauthorized absence and employee shall be liable to pay the gross salary in lieu of notice period as per the notice period clause detailed above.
16. **Company Policies:** All terms and conditions shall be governed by the company's policies as stated from time to time and the company may in its sole discretion as it deems fit revoke or change such policies. It shall be the duty of an employee to peruse and understand all the terms and conditions enumerated in Company's Policies as well as the repercussions of the breach thereof. Ignorance of the same would not be considered as a defence. You shall faithfully observe and comply with all the Company's rules, policies, regulations, practices, processes and procedures that are in force and applicable to you and all changes therein, from time to time, shall be binding on you.

The terms of this letter of intent shall be kept confidential. Wishing you an enriching career with Majorel India Private Limited!

You shall execute all other documents as may be required to give effect to this letter of intent. Please sign and return the duplicate copy of this letter of intent (initialling each page including Annexures) as a token of your having accepted the above terms and conditions.

Yours Sincerely,
For Majorel India Private Limited.

Authorized Signatory
Human Resources

**Driven to
go further**

Tel: +91 124 4699555
Fax: +91 124 2567704
E-mail: info@majorel.biz

Registered Office:
215, 2nd Floor, Suneja Tower-II,
District Centre, Janak Puri, New Delhi- 110058,
Delhi India

Compensation Break-up

	Monthly	Annual
Fixed Components		
Basic	8,977	1,07,718
HRA	4,488	53,859
LTA	449	5,386
Special Allowance	8,528	1,02,332
Gross Salary (A)	22,441	2,69,295
Statutory/ Retiral Benefits		
Statutory Bonus	1,000	12,000
HLWF	50	600
PF *	1,077	12,926
ESIC **	0	0
Gratuity ***	432	5,179
Total (B)	2,559	30,705
Variable Components		
Interim Bonus	0	0
Attendance Allowance	0	0
Performance Linked Incentive (PLI) ****	4,167	50,000
Annual Bonus *****	0	0
Flexible Benefit Plan (FBP) *****	0	0
Total (C)	4,167	50,000
Cost to Company (A+B+C)	29,167	3,50,000

- No calculation above takes the effect of income tax into account.
- PF is applicable as per Employees Provident Fund & Miscellaneous Provisions Act, 1952.*
- ESIC if applicable is as per Employees State Insurance Act 1948**
- Gratuity is applicable as per Payment of Gratuity Act, 1972***
- Performance Linked Incentives (PLI) if applicable, will be paid on monthly/quarterly/ bi-annual/annual basis on successful achievement of assigned performance metrics (weightage of self, team, process and organisation). Employee needs to be active (eligible in case of serving notice period as well) in the system, as on the date of disbursement of all such pay-outs****
- Annual Bonus if applicable will be computed on pro rata basis by end of calendar year for the number of working months in the year. Employee has to be active and not serving notice period as on 31st December to be eligible for payable of annual bonus. The same is subject to successful achievement of assigned performance metrics (weightage of self, team, process and organisation)*****
- Flexible Benefit Plan if applicable includes Fuel Reimbursement and Food Wallet. *****
- Floater Mediclaim will be applicable for employee along with spouse and 2 children, in case employee is not covered under ESIC.
- Benefits under Group Personal Accidental Insurance will be applicable.
- Subsidized meals are available for employees in the on-site cafeteria.
- Two days of Work from Home facility in each month is available depending on applicability in your role and approval from designated authority as per existing policy.
- Education at Work facility is available depending on fulfilment of criteria as per existing policy.
- Basis performance, employees can qualify for assessment centres and get selected for fast track structured leadership programmes.
- Transport Facility if applicable would be as per standard policy of the company.

Yours Sincerely,
For Majorel India Pvt. Ltd



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