

Sample Placement Offer Letters

| YEAR 2017-18 | | | | | | |
|--------------|------|--|------------|------------------------|---|----------------------------|
| 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 | 2018 | AARIFA SAHIBA | 7844874133 | MBA | ICICI | 3.5 |
| 2 | 2018 | AAYUSHI JAIN | 9873215371 | MBA | Franchise India | 3 |
| 3 | 2018 | AKANSHA | 9910643369 | MBA | All E Tech | 3.75 |
| 4 | 2018 | AKANSHA GOYAL | 9718185583 | MBA | Deal4loans | 4 |
| 5 | 2018 | AKASH SHARMA | 9711534307 | MBA | Ultratech | 3 |
| 6 | 2018 | AKSHAY KAUSHIK | 7503796673 | MBA | Square Yards | 2.75 |
| 7 | 2018 | ALOK KUMAR | 9069990345 | MBA | IIFL | 2.49 |
| 8 | 2018 | AMAN DEEP | 9540316905 | MBA | IECS | 2.8 |
| 9 | 2018 | AMIT KUMAR | 8467981307 | MBA | WheelsEye | 2.5 |
| 10 | 2018 | ANITA VERMA | 9891878487 | MBA | Bajaj Allianz | 5.25 |
| YEAR 2017-18 | | | | | | |
| 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 | 2018 | AARTI SHARMA | 9897806764 | MCA | Morpheme Webnexus Pvt. Ltd. | 1.44 |
| 2 | 2018 | ABHIMANYU DAGAR | 9953986063 | MCA | Synergy Software Ltd. | 1.8 |
| 3 | 2018 | ABHINAV UTTAM | 8802613448 | MCA | Eazy Business Solutions | 1.2 |
| 4 | 2018 | ABHISHEK | 9711019484 | MCA | Morpheme Webnexus Pvt. Ltd. | 1.44 |
| 5 | 2018 | ABHISHEK PANCHAL | 7835853765 | MCA | Aspiring Team Pvt. Ltd. | 1.2 |
| YEAR 2017-18 | | | | | | |
| 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 | 2018 | AAYUSH GUPTA | 9899938709 | PGDM | CAFÉ COFFEE DAY | 4.7 |
| 2 | 2018 | ABHIJEETA SINHA | 8393013587 | PGDM | RELIANCE JIO | 3.5 |
| 3 | 2018 | ABHINAV GUPTA | 9721716510 | PGDM | DEAL4LOANS | 4 |
| 4 | 2018 | ABHINAV KUMAR JHA | 8272951039 | PGDM | DABUR | 10.5 |
| 5 | 2018 | ABHISHEK ANAND | 8800836347 | PGDM | RIA INSURANCE BROKERS PVT LTD | 3 |
| 6 | 2018 | ABHISHEK CHOUDHARY | 9999780556 | PGDM | BAJAJ ALLIANZ | 5.25 |
| 7 | 2018 | ABHISHEK KUMAR | 8470882736 | PGDM | SQUARE YARDS | 4.16 |
| 8 | 2018 | ABHISHEK TRIPATHI | 9910901003 | PGDM | HUL | 9 |
| 9 | 2018 | ABHRATANU HALDER | 8287872157 | PGDM | DEAL4LOANS | 4 |
| 10 | 2018 | ADITYA CHAUDHARY | 9718704492 | PGDM | PARLE PRODUCTS | 5.5 |

Prof. (Dr.) V.N. Bajpai

Director

Institute of Technology & Science
(Approved by U.P. Govt. of India)
Mohan Nagar, Ghaziabad (U.P.) - 201007

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow and Ch. Charan Singh University, Meerut

Date: 27th February 2018

To,
AARIFA SAHIBA
GHAZIABAD

Sub: Offer Letter

Dear Aarifa,

Further to the discussion we had, we are pleased to offer you an employment as “**Senior Relationship Manager**” at a fixed pay of Rs **3,50,000 per annum** in our Retail Department and at **UP Region**.

You shall be required to join the Company tentatively during the period of **May 2018 to October 2018** at the above mentioned location. Your actual date of joining & induction plan will be communicated to you at least 15 days before your joining through your placement coordinator. Your detailed letter of appointment mentioning terms and conditions of the employment will be provided on your joining. Please note that this offer of employment is subject to successful completion of your management course and acquiring knowledge /certification as required by relevant authorities from time to time. This offer may be discontinued without any further notice if you fail to fulfill the criteria stated above or any irregularities are found.

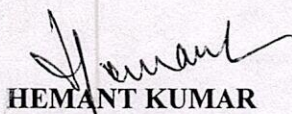
Your fixed pay details are enclosed herewith in Annexure 1.

For any further details you may get in touch with your Regional HR Manager **Mr. Hemant Kumar** +91-8588844638.

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

Yours truly,

For ICICI Securities Ltd


HEMANT KUMAR

Regional Manager- Human Resources

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

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

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

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



| REMUNERATION DETAILS | | |
|--|-----------------------------|----------|
| | | |
| NAME | AARIFA SAHIBA | |
| JOB TITLE | SENIOR RELATIONSHIP MANAGER | |
| GRADE | E | |
| | | |
| Components | Monthly | Annually |
| Basic | 10,208 | 122,500 |
| HRA | 5,104 | 61,250 |
| Transport Allowance | 1,600 | 19,200 |
| Medical Reimbursement | 1,250 | 15,000 |
| Leave Travel Assistance | 2,126 | 25,521 |
| Personal Pay | 7,652 | 91,829 |
| | | |
| Retiral Benefits | | |
| Employer's Contribution to PF | 1,225 | 14,700 |
| | | |
| Total Fixed Pay | 29,166 | 350,000 |
| *** Gratuity is payable after completion of 5 years of continuous service. | | |

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FRANCHISE INDIA

Ideas For Tomorrow®

Date: 19th May'2018
Ms. Aayushi Jain
Rajnagar Gzb

Sub: Offer Letter

Dear Aayushi,

With reference to your application and subsequent discussions/interviews, we are pleased to offer you appointment as "**Management Trainee**" at our **Faridabad** office. You are supposed to join on **04/06/18**. This offer is subject to reference check, as provided by you.

Your gross salary will be **Rs.3,00,000/- Per Annum CTC (Including Conveyance & Mobile)**. Any tax liability, as applicable, shall be to your account and deducted at source.

You shall be on probation for a period of six months from the date of your joining and a confirmation letter shall be issued to you upon successful completion of the probation period.

The Company can terminate your services anytime during the probation period without any prior notice for malafide behavior or if it is against company's interest. However, if you want to leave, you will be required to give one month's prior notice or one month's salary in lieu of notice.

If you fail to accept this letter by **20/05/18** due to any reason, this offer of employment stands automatically withdrawn, unless you get an extension for joining from our side in writing only.

Please bring along with you the following documents at the time of joining

- Recent passport size photographs – 3 Nos.
- Certificate in support of your date of birth and education/professional qualifications
- Certificates in support of your past experience including relieving order from your present employer and documentary support for your present salary.
- Copy of PAN Card and address proof

In case of failure to join on or before the stipulated date, this offer letter will automatically stand withdrawn and cancelled without any reference to you.

Please acknowledge acceptance of this offer letter. We look forward to your joining us.

Thanks,

Sunita Sinha
Chief Manager - HR

April 3rd, 2018

Akansha
H-255 Nehru Nagar 3rd,
Ghaziabad-201001

Sub: Integrated Training & Employment Offer

Dear Akansha,

This is with reference to your application for employment in our organization and the subsequent selection process and discussions we had.

We are pleased to inform you that you have been selected for an integrated programme of training cum employment.

The training would be a combination of hands-on experience and regular mentoring. The training duration will be of three months, starting from April 23, 2018.

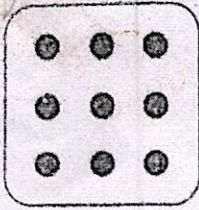
During the training period you will receive a stipend of INR 20,000 per month. Upon successful completion of the training, and subject to a positive performance evaluation you would be inducted in the organization in the position of **Executive-Inside Sales L7** at a gross total compensation of 3.75,000 Lacs p.a. (CTC).

As token of your acceptance of the above offer, you are requested to sign the duplicate copy of this letter, and return the same to the company.

Sincerely

For All e Technologies Pvt. Ltd.

Team HR



MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector - 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi - 110092

CIN U74140DL2015PIC286052

Phone Number 0120-4166442, 0120-4215026

004

Offer Letter

Date: 25.01.18

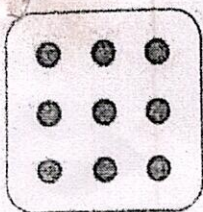
Dear Ms. Akansha Goyal,

1. Reference your application for the position of Assistant relationship Officer with Mywish Marketplaces Pvt. Ltd, we are pleased to offer you the position of Assistant Relationship Manager in the Sales department at our Noida branch.
2. Please be apprised that acceptance of this Offer Letter would be deemed as acceptance to all the terms and conditions of employment detailed in Annexure A of this Offer Letter and all other policies promulgated by the Company .
3. Your Gross Annual Compensation package covering all benefits extended by the Company will be as per our discussions with you & are detailed in Annexure B of this Offer Letter.
4. Upon failure to join the Company on the Joining Date post acceptance of this Offer Letter , you shall be solely liable for all financial and other losses which arise upon the Company due to such failure. The Company reserves the right to initiate appropriate legal proceeding(s) against you in order to recover the losses caused by such act of yours. .
5. You are requested to provide us with a signed copy of this Offer Letter along with all documents listed in Annexure C of this Offer Letter on the Joining Date indicating formal acceptance of this Offer Letter.

Regards,

For and on behalf of Mywish Marketplaces Private Limited

Manager-HR



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Phone Number 0120-4166442, 0120-4215026

ANNEXURE A - TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period of six (6) months from the Joining Date, post which a performance review will be conducted. The probation period may be extended at the discretion of the Company if your performance is evaluated as unsatisfactory. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. You will not be allowed to take any leave during probation period, however, you shall always be eligible for the holidays as per the Holiday Schedule of the Company.

Performance Bonus: Upon ascertainment of the amount of your performance bonus basis the performance review, the amount so ascertained shall be paid on semi-annual or annual basis upon completion of the Probationary Period.

Compensation Review: Your Compensation review will be conducted on successful completion of 1 year with the Company post completion of the probation period.

Leaves and Holidays: Upon successful completion of your probation period you shall be eligible for leaves as per the Leave Policy of the Company, such leaves shall be subject to prior approval of your Reporting Manager. You shall also be eligible for holidays as per the Holiday Schedule of the Company which shall be circulated from time to time.

Appearance: The Company expects you to maintain high level of physical fitness, personal grooming, appearance and etiquettes. The Company reserves the right to conduct a medical examination as and when considered necessary, by registered medical practitioner authorized by the Company.

Professional Ethics: During your employment with the Company, you will be required to deal with the Company's money, property documents and other proprietary material which shall be handled with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or proprietary material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Offer Letter.

Prohibition from accepting gifts etc.: Accepting/receiving any presents, gifts, commissions, loans, advances or any sort of gratification of benefit from any person, party, firm or company having dealings with the company is not permitted. Similarly borrowing from customer, clients' other employees of the company, agencies and trade suppliers, contractors etc is also forbidden.

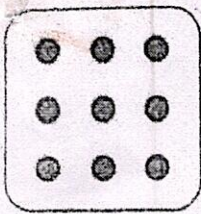
Statements to press / media: Any statement to be given to the press or media or contribution of any article to press or media without the prior permission of the Company is prohibited.

IT Security: While commencement of your service in the company, you are required to strictly adhere to IT security practice and procedure as prescribed by the Company from time to time.

Retirement: You would retire on completion of 60 years of age in accordance with the records available in the Company's record based on your declarations.

Notice Period to be given on Resignation / Termination of Service: Your employment is terminable, without reasons by either party; during the period of probation, by giving one month notice or one month's basic pay in lieu thereof. On confirmation of your employment with the Company, your services shall be terminable by giving three months' notice period or three months' basic pay in lieu thereof. The Company reserves the right to recover your salary in lieu of any shortfall in the notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period in lieu of payment of the balance salary.

Abandonment of Services: In the event of absenteeism without sanctioned leave for a period of 7 consecutive days (including weekly offs and holidays) It will be **assumed** that you have voluntarily abandoned your employment without giving notice or payment of pay in lieu thereof.



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Phone Number 0120-4166442, 0120-4215026

Termination without compensation: Notwithstanding anything contained in this Offer Letter. your employment is liable to be terminated without notice and without payment of notice pay:

- A. If you fail, refuse or neglect to carry out any duty or duties assigned to you by the company.
- B. If you are found guilty of any fraud, insubordination or misconduct whether in the course of performance of your duties or otherwise.
- C. If you are found unfit to be entrusted with responsible work commensurable with your position. of any misconduct, moral turpitude etc.
- D. For loss of confidence in you by the company due to act of commission or omission on your part.
- E. If you commit any breach of any of the terms and conditions of this Offer Letter.

Tax Liability: The liability of all taxes which become applicable upon you as per the tax laws of the country during your employment with the Company shall solely be borne by you.

Confidentiality of Information: During your employment and for a period of three (3) years thereafter, you shall not to divulge to any third person, any confidential information which would impair the image and business of the Company. For the purpose of this clause, confidential information includes knowledge repository, reports, technology, expertise, R&D activities or any business plans of the Company.. In case it is established that the confidential information is passed on or disclosed in any manner the Company will have the right to terminate your services without assigning any reason and without any compensation thereof and shall also be authorized to recover all damages suffered by the Company from you, if any.

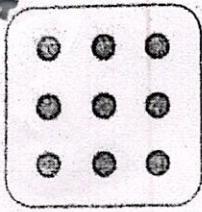
Confidentiality of Salary Information:

- a. Your salary package is based on, besides your overall experience level in Digital Marketing Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection. particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the Digital Marketing Industry, may be unrealistic and misleading.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your Reporting Manager.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and must not discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with the clients of the Company.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company. Or engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in this Offer Letter.

Inventions / Innovations Rights: The Company reserves its right of ownership on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you agree that you will not have any claims on the said innovations / discoveries, etc. The product also comprises the knowledge repository/ artifacts produced during your stay within the organization.

Transfer of Works, Inventions and Trade Secrets Rights: As a consequence of the direct, indirect, implicit or explicit tasks that you will perform during your employment with the Company, as well as under the concrete instructions received from the Company and / or under the Company's policies and practices, you recognize that the activities can imply, as your own initiative or as the Company's initiative to develop Works, Inventions and Trade Secrets. In this scenario, you understand that the Company will provide you with the required means for such purposes. In addition to the aforesaid, you understand that you will have access to Company's proprietary information and, therefore, you will acquire knowledge to which you would not have had access without having been employed by the Company.



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Phone Number 0120-4166442, 0120-4215026

By means of this Offer Letter, and in consideration to the benefits and remuneration received under your employment, you shall transfer to the Company, the title of all the Works, Inventions and Trade Secrets Rights that you may make, create, develop or discover during the term of your employment to the maximum extent permitted by applicable Laws in India and the entire world. The transfer is made on a permanent and exclusive basis; this implies the right to transfer and licence the Works, Inventions and Trade Secrets rights to third parties, worldwide, and during the entire period of protection established by the Law to the right in question.

It is understood that the transfer is made for any purpose, use, shape, media, procedure or system of the Works, Inventions or Trade Secrets exploitation, including analog and digital media.

You further agree that the above assignment of Works, Inventions and Trade Secrets rights, shall not revert back or be deemed to lapse, even if the Company or its successors or assigns do not use or exploit the same within 1 year of such transfer.

For the purposes of this clause:

"Industrial and Intellectual Property Rights" means any rights recognised under intellectual property Laws (authorship rights, related rights and any other sui generis rights), as well as any rights recognised in Industrial Property legislation (patents, brands, utility models, industrial and/or artistic sketches and models, topographies of semi-conducting products and any other similar rights):

"Works, Inventions and Trade Secrets" shall include any the creations and other objects and services that can be protected by the Laws of intellectual property, industrial property, and Laws applicable to know-how.

Deputation: Although your initial place of work is nominated as New Delhi Capital Region, you may be deputed to work at any one of the other locations of the Company, or any of their client sites globally, as and when considered necessary, solely at the discretion of the Management.

Non Solicitation: During the term of your employment with the Company and for a period of 3 (three) years thereafter you shall will not, except through a public advertisement, directly or indirectly, solicit, offer for hire, hire for employment or work with, on a part-time, full-time or any other basis, other than on behalf of the Company.

Dispute Resolution: In the event of any dispute arising out of this Offer Letter, the dispute shall be resolved amicably within thirty (30) days from the date of dispute. However, any unresolved dispute may be referred for arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and any rules and/or amendments made thereto. The arbitration award shall be final and binding on both the Parties. The seat and venue for arbitration shall be Noida, Uttar Pradesh, India and the cost of arbitration shall be borne equally by the parties.

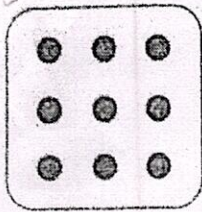
Governing Law: This Offer Letter shall be governed by the laws of India, The courts at Noida, Uttar Pradesh shall have the exclusive jurisdiction over all disputes or claims arising out of this Offer Letter.

I accept the above terms and conditions of service.

Name: Ms. Akansha Goyal

Date: 25.01.18

Signature _____



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ANNEXURE C – GENERAL INFORMATION

List of Documents/Xerox copies of which are to be submitted at the time of joining:

| S. No. | Description | Submitted (YIN) |
|--------|--|-----------------|
| 1 | Signed copy of the Offer Letter | |
| 2 | Proofs for educational qualification: Passing Certificates of your Diploma / Bachelor's Degree / Master's Degree / professional courses | |
| 3 | Mark Sheets: Mark sheets of all semesters (In case of multiple attempts the mark sheets of all attempts must be provided). | |
| 4 | Copy of Latest Salary Slip/Salary Certificate/Appointment Letter | |
| 5 | Experience Certificate: Please submit an experience letter from your former employer indicating: 1 Total years of experience 2 Name and duration of project(s) 3 Brief description of project(s) 4 Your role in the project(s) | |
| 6 | Relieving letter from your former employer or a signed resignation letter | |
| 7 | Passport | |
| 8 | Three passport size photographs | |
| 9 | Income Tax Deductions Certificate from previous employer | |

Note: Originals of items 2-7 should be presented for verification at the time of joining. These will be returned to the employee immediately after verification.



Dear Akash Sharma,

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.

Warm Regards,

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



Dear AKSHAY KAUSHIK,

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: **07-May-2019, 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.sadhana@squareyards.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 appraised 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.

AKSHAY KAUSHIK

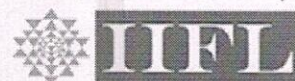
| | Yearly CTC | Monthly CTC |
|---------------------------|----------------|---------------|
| CTC | 300,000 | 25,000 |
| Earning | | |
| Basic | 120,000 | 10,000 |
| HRA | 60,000 | 5,000 |
| Special Allowance | 105,600 | 8,800 |
| Conveyance | 0 | 0 |
| Medical Allowance | 0 | 0 |
| LTA | 0 | 0 |
| 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 |
| Mediclinam | 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.

When it's about money..



Letter of Offer

Strictly Private and Confidential

27-Jun-2018

Mr. Alok Kumar,
Vaishali ,Ghaziabad,
Uttar Pradesh

Dear Alok,

With reference to your application and the subsequent discussions you had with us, we are pleased to extend this offer of employment to you. This is only an offer letter and is contingent upon you clearing the background verification, reference checks and also on certification of your medical fitness.

Upon your acceptance of the offer letter and your appointment with the Company, you shall be designated as **Customer Care Executive - Gold Loans at Officer** grade based at **Ghaziabad**. Your per annum fixed **Cost To Company(CTC)**(inclusive of all statutory payments) shall be **Rs 2,49,000/- p.a. (Rupees Two Lakhs Forty Nine Thousand only)**. This CTC will be subject to review based on your performance and other criteria's, as may be decided by the company from time to time.

You may be entitled to a performance based variable incentive plan/bonus, depending on your performance as well as the overall performance of the Company. This incentive plan/bonus is however subject to necessary approvals and sanctions by the management of the Company.

All amounts payable to you are subject to deduction of Taxes, Cess , Charges, Levies and other contributions that may be applicable from time to time and required to be made under the existing laws.

You shall be under probation for a period of six months from your joining date, and subject to your performance, the Company may confirm your appointment, upon such additional terms and conditions, as may be required.

Your date of joining will not be later than **02-Jul-2018**.

You shall receive your Appointment Letter detailing the terms and conditions of your appointment. Upon first login to the Company's interface – "Adrenalin", you shall be bound by the terms and conditions of your appointment, internal policies of the Company, process and procedures, code of conduct and confidential norms as may be applicable from time to time.

Classification: Class B

India Infoline Finance Limited

Corporate Identify Number: **U67120MH2004PLC147365**

Corporate & Regd. Office: 12A-10,13th Floor, Parinee Crescenzo, C-38 & 39, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051

Tel: (91-22) 6788 1010 Fax: (91-22) 6788 1010 E-mail: mail@indiainfoline.com Website: www.iiflfinance.com

When it's about money..



This offer letter is confidential and you agree and undertake to keep this letter of offer and the contents thereof confidential. All the information shared with you at the time of interview regarding the Company and its Group is confidential and shall be kept confidential.

Kindly confirm your affirmation by signing a duplicate copy of this letter and return a copy of this letter within seven (7) days of the date of offer, failing which this offer shall stand withdrawn.

We look forward to your working with us and to make our Company a most preferred employer in financial services industry.

Kindly carry this offer letter along on your day of joining.

Thanking you,

Yours faithfully,

For, IIFL

A. Mathur

Anand Mathur
President-HR

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

Mr. Alok Kumar
Date: 27-Jun-2018

India Infoline Finance Limited

Corporate Identify Number: U67120MH2004PLC147365

Corporate & Regd. Office: 12A-10, 13th Floor, Parinee Crescenzo, C-38 & 39, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051

Tel: (91-22) 6788 1010 Fax: (91-22) 6788 1010 E-mail: mail@indiainfoline.com Website: www.iiflfinance.com

009



International Electronics & Communication Systems (P) Ltd.

(An ISO - 9001 : 2008 Company)

Ref: IECS/Offer/02/18

Date: 24/02/2018

To,
Mr. Aman Deep
S.V House, Registry Court Road,
Marwari Mohalla, Gopalganj, Bihar
Contact No: +91-9540316905
Email: amandeep.mba16_18a@its.edu.in

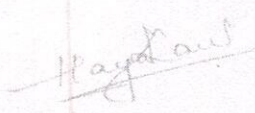
Sub: Joining cum Offer Letter

With reference to your application and subsequent interview with us, we are pleased to inform that you have been appointed as "**Business Development Executive**" with IECS on the following terms and conditions:

19. Your Joining will be from **Monday, 26th February 2018** at our registered office, **IECS House, A-2, C-block, Community Centre, Naraina Vihar, New Delhi-110028.**
20. You will be offered a CTC of **Rs. 21,000/- Per Month (Twenty One Thousand Only without deductions).** Your Conveyance would be fixed for every month. Incentives are based on **monthly targets as communicated.**
21. Your present place of work will be at our Registered Office, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
22. This offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data, academic documents and other papers related to you), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment and take legal action against you.
23. Your appointment letter will be issued to you within 30 days from your subsequent date of joining.
24. Please send your acceptance / confirmation through mail and you are requested to visit at our registered office between office hours 09.30 AM to 6 PM from Monday to Saturday to get the Formal offer letter and you are requested to bring all the required papers as mentioned.

We welcome you to IECS Family and sincerely look forward to a fruitful collaboration.

With best wishes,
for International Electronics & Communication Systems (P) Ltd.



HR Department

(Signature of Employee)

Corporate Office:

IECS HOUSE A-2, C-Block, Community Regd Centre Naraina Vihar New Delhi 110028, India.

Phone +91-11-43222333 | DID +91-11-43222340 | Fax +91-11-43222360

website: www.iecsindia.com

Fwd: Final List of candidates selected for Sales Executive Positions (Wheelseye)

1 message

Durba Roy ITS MN <crhead.mn@its.edu.in>
To: Ravi Prakash <raviprakashhc@its.edu.in>

Thu, Oct 8, 2020 at 12:05 PM

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

From: **HR WHEELSEYE** <hr@wheelseye.com>

Date: Sat, Jun 30, 2018 at 5:12 AM

Subject: Final List of candidates selected for Sales Executive Positions (Wheelseye)

To: Durba Roy ITS MN <crhead.mn@its.edu.in>

Cc: Manish Somani <manish.somani@wheelseye.com>, Guneet Singh <guneet.singh@wheelseye.com>, Animesh Bharti <animesh.bharti@wheelseye.com>

Hi Durba,

It was a pleasure to have sales drive in ITS(Mohan Nagar) yesterday.

As discussed, please find below final list of candidates selected of Sales Executive positions along with their joining dates.

| Candidate Name | Date of joining |
|-------------------------|-----------------------|
| Vikas Tyagi | 02-07-2018 - Monday |
| Mohit Chaudhary | 02-07-2018 - Monday |
| Ankit Singh | 02-07-2018 - Monday |
| Pulkit Varshney | 02-07-2018 - Monday |
| Amit Kumar | 10-07-2018 - Tuesday |
| Pramod Mishra | 02-07-2018 - Monday |
| Shatrughan Kumar Mishra | 07-07-2018 - Saturday |
| Jayendra Singh Rajput | 05-07-2018 - Thursday |

Thanks
Tanishka | 9910032454

--

Date: 23 April, 2018**Provisional Emp. No. - PR17878****Strictly Confidential**

Anita Verma
Institute of Technology and Science (ITS), Placement Cell
Grand Trunk Rd, Mohan Nagar
Ghaziabad-201007

Dear Anita

This has reference to your application and subsequent discussions. We are pleased to offer you the position of **"Executive Trainee"** at Bajaj Allianz General Insurance Company Limited. You are expected to apply yourself diligently during the training period and make full use of the learning opportunities being provided to you.

1. Training Period

The training period shall be for one year from **4 June, 2018 to 4 June, 2019** and the training period may be extended, at the sole discretion of the Company, on account of your non performance and the decision of the Company on your non performance shall be final and binding. You will be automatically deemed to be under extended training period provided you get a written communication on your confirmation. The Company may at anytime, at its sole discretion may, instead of extending the training period, terminate your training either during the training period or at the end of training period or during deemed extended training period, as the case may be.

2. Location

Your place of posting will be communicated to you before your date of joining. However, 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 training are transferable at short notice, to any department or to any Office, Branch, division of this Company or you will be sent on deputation to any subsidiary Company/holding Company/group Company/ fellow subsidiary Company/group Company associate Company/affiliate entity of this Company or to any other incorporated Company/unincorporated entities, as per the discretion of this Company. In the event of your transfer/deputation, as the case may be, the terms and conditions of Training outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting/new company to which you are sent on deputation.

3. Stipend Package

(a) Your stipend package will be as detailed in Annexure A. The stipend package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

(b) If entitled, you shall become a member of Provident Fund and Trainees Pension Scheme and other applicable Trainee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time.

(c) If you were subscribing to the Trainees Provident Fund and Family Pension Scheme or Trainees Pension Scheme in your previous training, you shall furnish the full particulars such as your Account Number, family particulars etc. at the time of joining

4. Job Description

Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

5. Medical Fitness

Your appointment and continuation during training period is subject to your being found fit in the pre-training Medical Examination and in any Medical Examination during the course of your training period as may be prescribed by the Company.

6. Leave

(a) You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to your sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy of the Company will be treated as "absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company, by initially giving one notice to you after expiry of unauthorized absence for more than the specified number of days as per policy of the Company and thereafter, by giving a further notice, if need be, in which case your services will automatically stand terminated for absconding/disappearing at the expiry of the period mentioned in the above further notice. Provided further, the service of notice referred to hereinabove may be served by the Company at your email address available with the Company which will be deemed to be sufficient service of notice without any further need to send such notice by courier/registered post AD/speed post/certificate of posting etc.,

(b) Upon your retirement, voluntary resignation or termination simplicitor of your services by the Company, the accrued Earned Leaves will be encashed at the rate of Basic Salary for the number of Earned leaves to your credit. Provided however, if there are any acts, commissions and omissions on your part for which disciplinary action is pending or contemplated, then notwithstanding voluntary resignation or otherwise, encashment of Earned Leaves will depend upon the final outcome of such disciplinary proceedings pending/contemplated and or as per legal provisions. Explanation: For the purpose of this clause, the usage of one month's Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is further clarified that the corresponding Basic Salary actually applicable at the time of retirement, voluntary resignation or termination simplicitor, as the case may be, shall apply.

7. Compliances

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of tax returns. The Company may withhold from any stipend or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

8. Code of Conduct

You shall at all times during training period comply with the service regulations, Code of Conduct for the employees, etc. presently applicable and amended from time to time.

9. Retirement

The normal age of your retirement shall be 58 years and accordingly it is the condition of training that you will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However the Company may, in its discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

10. Other Terms and Conditions

- (a) During your training period, you will be subject to the service Rules regulations applicable from time to time.
- (b) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your training period.

- (c) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of the Company as presently applicable and as may be amended from time to time.
- (d) You will not, during the continuance of your training period undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- (d) You shall not during the course of your training period engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- (e) You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in unlawful/immoral activities.
- (f) If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.
- (g) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.
- (i) In compliance of various statutory provisions and to ensure the safety of its women trainees, Bajaj Allianz General Insurance Company Limited shall not require any of its women trainees to remain in the office and work beyond 7 PM. In the event a woman trainee needs to stay back after 7 PM on account of official work she has to inform the same to her reporting authority and obtain approval for the same and for any reason whatsoever such instances of staying back in office after 7 PM shall not be more than five times in a month.
- (j) It shall be the responsibility of the Branch Head/ Office Head to ensure that no women trainee stays back to work in the office after 7 PM without the approval from her reporting authority.

11. Termination:

(A) During Probation and after confirmation:

- (a) It is understood and agreed that during probation or after confirmation, this engagement/your services (i) may be terminated, at anytime, by either party without assigning any reasons by giving to the other party notice in writing of 30 days, in which case the termination shall take effect at the end of such notice period, and (ii) is/are liable to be terminated by either party with immediate effect, at anytime, without assigning any reasons, by:
- (1) Employee paying 30 days' Basic Salary, in lieu of 30 days' notice, to the Company, (2) Company paying to the employee an amount equivalent to 30 days' Gross Salary, in lieu of 30 days' notice.
- (b) In the event the termination of this engagement/your services with 30 days' notice is at the instance of the Employee:
- (i) Who has not requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part by paying to the Employee, prorata Gross salary for the notice period/balance notice period waived. Acceptance of salary in lieu of notice period or for the balance notice period shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.
- (ii) Who has requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Employee shall pay prorata Basic salary in lieu of balance notice period sought to be waived by the Company. Provided further that even if the employee has requested a specific date for relieving, the Company at its sole discretion reserves the right to relieve the Employee on any date before the requested specific date by paying to the Employee, prorata Gross salary for the balance notice period till the specific date requested by employee. Acceptance of prorata Gross salary, in lieu of balance notice period till the specific date requested by employee shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.

For the purpose of sub-clauses (a) and (b), (1) the usage of 30 days' Gross salary or salary shall mean "Gross Salary" as mentioned in Annexure A [under the component "Total Fixed Pay "] attached hereto, and (2) the usage of 30 days' Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is hereby clarified that the corresponding amounts actually applicable at the time of issuance of termination notice shall apply.

- (B) Notwithstanding what is stated in other clauses of this Appointment Letter, During Probation and After confirmation, at the sole discretion of the Company your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanour or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company and the employee shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice. Once the misconduct, misdemeanour or any criminal offence/s are brought to the notice of the employee by personal delivery or by RPAD or by speed post or by certificate of posting or by Email and the employee abruptly stop coming to work under alleged resignation not accepted by the Company, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings. In this regard it is clarified that any acts of Sexual Harassment as per provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any amendments/new legislation shall be treated as a Misconduct attracting the suitable disciplinary action.
- (C) Upon the termination of your employment/engagement, you shall return to the Company all documents and/or copies thereof and any other articles/properties belonging to the Company, including Identity Card, data card, Laptop etc., which may at the relevant time be in your possession. Failing to so return to the Company shall be treated as criminal breach of trust, attracting suitable criminal action by the Company.

12. Reservation of Rights

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company.

The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the training period of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

13. Confidential Information

(a) You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, training and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.

(b) You hereby agree that you will not, at any time during or after your training period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

(c) Any disclosure which has not been expressly authorised by the Company shall be called 'unauthorised disclosure'. For the purpose of this paragraph; the term "Company" shall also include all affiliates of the Company.

(d) Unauthorised Disclosure and use of confidential information constitutes a serious misconduct & the Company shall be entitled to take appropriate disciplinary action against you including termination of service.

Disclosure and use of Confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction".

Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

14. Intellectual property

All Works developed by you during the course of your training with the Company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any other derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works.

The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any stipend for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

15. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your training on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

16. Severability

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

17. Governing laws & Jurisdiction

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

18. Relationship with Directors

You will declare your relationship ["relationship as defined in Section 2 (77) of The Companies Act 2013 or any amendments thereof, from time to time], in terms of Section 2 (77) of The Companies Act 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

19. Validity

In case you do not communicate your acceptance of the offer or do not join duties on **4 June, 2018**, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter.

20. Background Verification – Assurances & Undertakings

We are offering you the training in our Company as per the details mentioned in the appointment letter basing it on your assurances, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserves its right to examine, verify and investigate [on our own or through our agents/consultants/investigation team] the correctness, truth or veracity of the various documents submitted by you i.e. Education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings. Further, if at any time after your appointment our Company [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your assurances, undertaking, agreements, documents of educational/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations, assurances and undertakings are wrong, false, fraudulent, forged, or willful suppression of facts, willful wrong statements by you, your assertion of correctness of facts/statement though you do not believe them to be true and or not true, then our Company reserves the right to take appropriate disciplinary action as deemed fit."

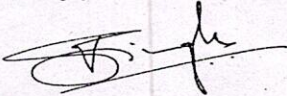
21. Mode of serving notice

Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be sent by sending the letter in physical paper form or by way of email or other electronic modes of service and accordingly any mode of service is sufficient service of notice or other communication upon you and no further confirmation of email or electronic communication is required.

22. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team.

For Bajaj Allianz General Insurance Company Ltd.



Authorised Signatory

Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding. As a token of acceptance, I have hereby signed the duplicate of this letter.

Signature : Anipa Verma

Name : ANIPA VERMA

Date : 27th Apr' 2018

ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No. PR17878
Name Anita Verma
Position description Executive Trainee
Date of Joining 4 June, 2018
Level & Grade Trainee
Place of posting Not Yet Decided

Tentatively

Controlled Document

1st Original : With appointment letter
2nd Original : Personal File


| S No. | Components | Per month | Per annum |
|-------|--------------------|-----------|-----------|
| 1 | Fixed Basic | 10000 | 120000 |
| 2 | HRA | 4000 | 48000 |
| 3 | Provident fund | 1200 | 14400 |
| 4 | Personal Pay | 16133 | 193600 |
| 5 | Statutory Bonus | 2000 | 24000 |
| 6 | **Cost to Company | 33333 | 400000 |
| 7 | Performance Bonus* | | 75000 |

A. On confirmation, the compensation structure shall be revised as per norms applicable to employees in that grade.

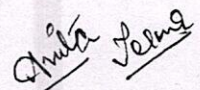
* Performance Bonus will be paid out on a pro rated basis, based on your Performance rating at the end of your Training period.

** All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards. Basic pay and other components of pay] as mentioned in this Annexure.

I accept



Authorised Signatory



Signature of the Trainee

1



"We welcome you to our innovative and dynamic team"

Offer Letter

Dear Ms. Aarti Sharma

Welcome to Morpheme Webnexus Pvt. Ltd.

I am pleased to offer you employment in the position of **Software Testing** with Morpheme Webnexus Pvt. Ltd.

Your appointment as PHP Developer will commence on 08/01/2018

As a trainee, you will be entitled to a monthly starting remuneration of Rs 7,000/- (Rupees seven thousand only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability.

Your salary will be reviewed every six months based on your performance and suitability as follows:

1st 6 months Rs 7000/- as stipend

After 6 months Rs 10000/- per month.

After 12 months Rs 12000/- per month.

After 18 months Rs 15000/- per month.

After completion bond, company will offer Rs 20,000 based on performance and further agreement.

Leave and other company policies will be available from HR Department. These policies are reviewed and posted at our website <http://webnexus.in> from time to time by the management of Morpheme Webnexus Pvt. Ltd. For your benefit

As per our employment agreement you will serve Morpheme Webnexus Pvt. Ltd. for a term of two (2) years and enter into an "Agreement under the Service Contract".

Your reply on this offer letter confirms your acceptance of the terms and conditions and that you would be joining Morpheme Webnexus Pvt. Ltd. on the given date.

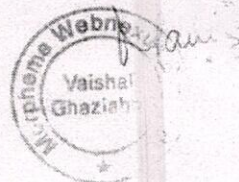
Your working hours start from 9:30 AM to 6:30 PM with 30 min break a day and you are scheduled to work throughout Monday to Saturday.

You shall receive your payments on or before the 8th of every month.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 08/01/2018.

I am looking forward to working with you

Sincerely,
Manik Chakrabarty (Director)



List of the students

Annu <annu@synergy.co.in>

Tue, Sep 12, 2017 at 12:28 PM

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

Sir,

We would like the shortlisted candidates to report in our office at 10:00 AM on 3-Oct-17

Rgds

Annu

From: Annu [mailto:annu@synergy.co.in]

Sent: 29 August 2017 11:09

To: 'Balmukund Singh ITS MN' <crc.mn@its.edu.in>

Subject: RE: List of the students

Sir,

Following students have been shortlisted. I would confirm you the DOJ shortly.

1. Himanshu Kumar Singh
2. Abhimanyu Dagar
3. Pranshu Sharma
4. Priya
5. Subhendu Kumar
6. Kaptan Singh
7. Nishu Chaudhary
8. Shivani
9. Akshay Dhaka

Rgds

Annu

From: Annu [mailto:annu@synergy.co.in]

Sent: 12 August 2017 11:20

To: 'Balmukund Singh ITS MN' <crc.mn@its.edu.in>



Dated: October 23, 2017

Subject: Training Letter

Mr. Abhinav Uttam
3/37, F-3, Rajender Nagar, Sec-2, Sahibabad,
Ghaziabad, UP - 201005

Dear Abhinav,

This has reference to the placement drive held at your college for the position of ERP Trainee in our organization to be based at Gurgaon.

We are pleased to confirm the offer of training for the above position on terms and conditions mutually discussed and agreed.

- **Stipend:** Stipend of Rs. 10,000 will be paid during Training Period for period of six months. After completion of six months, an evaluation test will be held and according to their performance, the salary for the employee thereafter shall be decided.
- **Training Certificate:** Training Certificate shall only be issued if the candidate completed his/her training in accordance with the company's norms and maintains at least a 90% attendance during the training period.
- **Client Handling:** Trainees shall be required to work on client locations also for live training.

2. Performance Reviews

- Performance Reviews shall be carried out every alternate month.

At time of joining you are required to bring copies of the following :

- Latest Passport size photograph-2
- Birth Certificate / School Leaving Certificate showing date of birth
- Educational Qualification Certificates

We shall appreciate your confirmation of acceptance of the above offer latest by 26th October 2017.

You shall join the services of the Company on or before 9th January 2018.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours Faithfully,

For Eazy ERP Technologies Pvt. Ltd.

Name: Renu Pal
Designation: Assistant Manager-HR

EAZY BUSINESS SOLUTIONS

219-220, 2nd floor, Vipul Agora,
MG Road, Gurgaon, Haryana-
122002, India

T+91-124-4794488
contact@eazyerp.com
www.eazyerp.com



"We welcome you to our innovative and dynamic team"

Offer Letter

Dear Mr. Abhishek

Welcome to Morpheme Webnexus Pvt. Ltd.

I am pleased to offer you employment in the position of **PHP Developer** with Morpheme Webnexus Pvt. Ltd.

Your appointment as PHP Developer will commence on 08/01/2018

As a trainee, you will be entitled to a monthly starting remuneration of Rs 7,000/- (Rupees seven thousand only) which indicates cost to company. You will be on a probation period of six months. Regular performance review will be conducted to assess your performance and suitability.

Your salary will be reviewed every six months based on your performance and suitability as follows:

1st 6 months Rs 7000/- as stipend

After 6 months Rs 10000/- per month.

After 12 months Rs 12000/- per month.

After 18 months Rs 15000/- per month.

After completion bond, company will offer Rs 20,000 based on performance and further agreement.

Leave and other company policies will be available from HR Department. These policies are reviewed and posted at our website <http://webnexus.in> from time to time by the management of Morpheme Webnexus Pvt. Ltd. For your benefit.

As per our employment agreement you will serve Morpheme Webnexus Pvt. Ltd. for a term of two (2) years and enter into an "Agreement under the Service Contract".

Your reply on this offer letter confirms your acceptance of the terms and conditions and that you would be joining Morpheme Webnexus Pvt. Ltd. on the given date.

Your working hours start from 9:30 AM to 6:30 PM with 30 min break a day and you are scheduled to work through Monday to Saturday.

You shall receive your payments on or before the 8th of every month.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 08/01/2018.

I am looking forward to working with you

Sincerely,
Manik Chakrabarty (Director)



Selected Candidates

Thu, Aug 17, 2017 at 6:19 PM

Priya Varshney <priya.v@aspiringteam.com>
To: crc.mn@its.edu.in
Cc: Prashant Agarwal <prashant@aspiringteam.com>

Dear Sir,

We have selected 3 Candidates out of all 8 attempted, named as :-

Ms. Goldy Tyagi
Mr. Ankush Kumar
Mr. Abhishek Panchal

Profiles for all the 3 selected candidates is of Digital Marketing Trainee.

Joining Letter will be provided after 15 days.

Initial Stipend of Rs. 5000 will be offered to them for a Period of 6 Months, with an increment after 6 Months, based on their performance.

We want them to join us from 1st September onward.

*Also a special request, we need all the 3 candidates to be present in our office on 21st, 22nd and 23rd August, as we are having client visit on whose project we are appointing new resources. Compensation for 3 days will be given.

Kindly confirm on Joining dates.

Looking forward to see them joining us.

"All we do is simply exceed expectations!"

Regards,
Priya Varshney
Aspiring Team Systems Pvt. Ltd.
0120-4310799



Aayush Gupta,

Date: February 26th 2018

C - 32, New A.K. Road,
Adarsh Nagar Ext.,
New Delhi - 110033

APPOINTMENT LETTER

Dear Aayush,

We are pleased to appoint you as Sales Trainee in Coffee Day Global Ltd (Beverages Division), (herein after referred to as 'Company') with effect from February 26th 2018 under the following terms and conditions. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter.

The terms and conditions of your employment with us are as under:

1. REPORTING:

- 1.01 Your reporting will be confirmed post joining at the final location of posting.

2. PROBATION:

- 2.01 You will be on probation for initial period of 12 Months with effect from February 26th 2018 which can be further extended at the discretion of the Company depending upon your performance during this period. On completion of initial probation period or till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.
- 2.02 At the end of the probationary period, you will undergo a performance review for the same. Your services would be confirmed upon receipt of satisfactory performance review during the probation period. In case of unsatisfactory performance review during probation, the probation period can either be extended further or the services of the employee can be terminated with **One Months'** notice. However, if you are working on any assignment or projects during the notice period, such assignment or projects must be completed to the satisfaction of the Company, before your services will be released.
- 2.03 In the event of your resignation during probation period, the Company at its sole discretion will have an option to accept the same and relieve you prior to completion of stipulated notice period, without any pay in lieu of notice period.
- 2.04 Your duties and responsibilities will be as assigned to you from time to time by the Company or any person authorized by the Company.

Aayush Gupta

Confidential - Page 1 of 5

Coffee Day Beverages (A Division of CDGL),
W-17/2, 3rd Floor, Vittal Mallya Road, Bangalore-560 001
T: +91 80 4001 2345 / 5721 2345
CIN: U85110KA1553PLC015001
W: www.coffeedaybeverages.com



3 GRADE :

- 3.01 You will be placed in **Grade VB** as per the structure of the company.

4 PLACE OF WORK :

- 4.01 You will report to our office at **Coffeeday Beverages, P.No.- 9/11, Okhla Industrial Area, Near Modi Mill, Okhla Ph-III, New Delhi - 110020** on **February 26th 2018**, and shall continue to work in Delhi until further notice.

- 4.02 The Company reserves the right to transfer you to any office, department, establishment forming a part of our Company or its associate organizations, anywhere in India or abroad, at any time, at its own discretion, without any additional remuneration. Depending upon the Company's priorities and exigencies of work, you may be required to work in any Shift, as the company deems fit, including extra hours if necessary.

5 REMUNERATION :

- 5.01 Your total Cost to Company (CTC) will be **INR 5,10,000 /- (Five Lakh Ten Thousand)** only per annum. Please find enclosed the details of your remuneration in Annexure - I of this letter on the principles of Cost to Company (CTC). Your remuneration is subject to all applicable taxes. The company reserves the right to furnish any such information that may pertain to your remuneration which the company is legally required to give under any tax or regulatory proceedings that may be initiated at any point in time whether or not the Employee is in the employment of the company at that point in time.

- 5.02 You will be required to join/continue to be a member of the Employee Provident Fund, be bound by its rules and entitled to its benefits.

- 5.03 The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.

6 LEAVES :

- 6.01 You will be entitled to leaves and other fringe benefits as per the prevalent policies of the Company that may be in effect from time to time.

7 PERFORMANCE APPRAISAL:

- 7.01 You will be eligible to participate in the Annual Performance Appraisal Cycle as per the internal policy on the same.

Aayush Gupta

Confidential - Page 2 of 3

Coffee Day Beverages (A Division Of CGGL),
No.23/2, 3rd Floor, Vittal Mallya Road, Bangalore-560 001
T+91 80 4601 2345 / 6721 2345
CIN: U05110KA1993PLED15001
W www.coffeedaybeverages.com



8 CONDUCT :

- 8.01 The Employee shall maintain the highest standards of business ethics, integrity, performance, conduct, manner, and appearance as well as to comply with the Company's rules, regulations, policies and procedures.
- 8.02 During the term of your employment you will not represent, handle or otherwise undertake any other business or activity, it being clearly understood that you will devote your full working time exclusively to this Company's work and business. You will not carry on, without the prior express permission of the Company obtained in writing, any lecturing or any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal agent or otherwise in any business, trade or profession whatsoever.
- 8.03 Within the workplace, the employee shall take care of his/her own safety, the safety of other employees and to co-operate with the Company to ensure a safe place of work. Breach of Safety regulations shall be deemed misconduct and the staff member shall be liable for punishment.
- 8.04 The Employee shall compete fairly and ethically for all business opportunities. If the Employee participates in contract negotiations, he/she shall ensure that all statements, communications, and representations made to the customers are accurate and truthful.
- 8.05 Disciplinary action is rarely required. However, if an employee breaks a Company regulation or does not observe accepted standards of conduct & integrity, a special procedure, Discipline Procedure – is applied. The procedure will ensure that full and proper consideration is given to the case and that the employee is given a reasonable opportunity to explain his/her position before any decision is taken.

The Company believes that in the interest of the business and its employees, disciplinary action may be necessary if the recognized minimum standards of performance and conduct are not met. The procedures relating to disciplinary action are designed to safeguard the interests of both company and employees, and to ensure that justice is done while observing all current legal requirements.

The Company reserves the right to terminate an Employee's employment without notice for gross misconduct.

9 OTHER RIGHTS AND OBLIGATIONS :

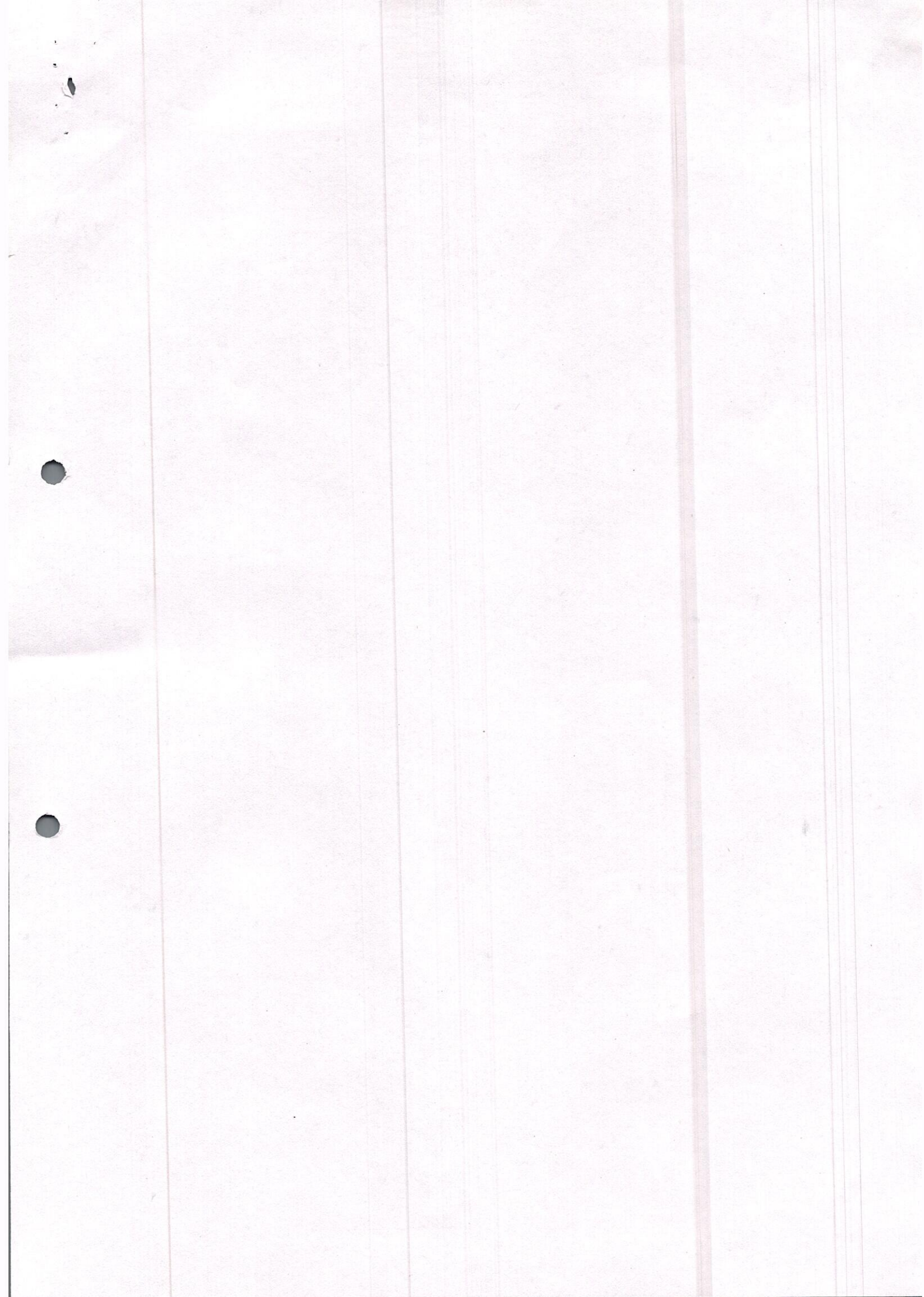
- 9.01 Your appointment with the company will be confirmed only on submission of all the relevant documents as specified in your offer letter/email. The documents must be submitted within 10 days of your joining date.

You will have an extensive induction program and we shall also conduct class and training programs at regular intervals to educate, equip and appraise you of the all facets of the business, which inter alia is aimed at your development and growth along with that of the company. Since the training imparted are highly specialized and extremely critical to the business and as we would have invested our monetary and other resources in this effort to train you and as you will be commencing from the

Ajaysh Gupta

Confidential—Page 3 of 9

Coffee Day Beverages (A Division Of COGI),
No.23/2, 3rd Floor, Vittal Mallya Road, Bangalore-560 001
T +91 80 4001 2345 / 6721 2345
CIN: U85110KA1993PLCO15001
W www.coffeedaybeverages.com





induction program on an ongoing basis will be privy to a lot of confidential, proprietary and commercially sensitive information, you will be strictly bound by the following on acceptance of the terms set out herein:

- a) All communications and documents (verbal, spoken, written, or visual information) presented in any form, either physical or Digital on any storage media (magnetic or otherwise) relating to the past, present and proposed business of the company, its customers, suppliers or competitors; other proprietary information such as customer and prospect lists, trade secrets, trade names or proposed trade names, patents, know-hows, ideas, concepts, copyrights, designs, drawings, flow charts, diagrams, business processes and practices and other intellectual property relating to the business, products or services of the company; business process, marketing activities, tests conducted and all the agreements entered into by the company shall be treated as Confidential Information and you shall protect and preserve as confidential during your employment with the company and thereafter forever. You shall hold all Confidential Information in strict confidence as any reasonable person shall hold his own confidential information and shall not otherwise use or disclose to third parties any Confidential Information, both during the term of this Agreement and all periods after the Termination of Employment.
 - b) You shall not solicit any of the employees of the Company to leave our employment during the term of Employee's employment with the Company and for a period of twelve (12) months immediately following the termination of relationship with us. Further, you shall never take any action or make any statement of a disparaging or derogatory nature against the company or any employee or officer therein.
- 9.02 In case of any change in your address during employment, it will be your duty to intimate the Management in writing immediately. All communications sent to you by the Management at the last given address will be deemed to have been received by you.
- 9.03 You may be required to sign Confidentiality Undertaking or such other document as is required by the company, as and when the Company deems fit and/or necessary.
- 9.04 Your conduct at all times should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
- 9.05 In all matters not covered above, the applicable statutory regulations/provisions or the laws of the Company applicable to your position, which may be framed from time to time, will govern you.
- 10 RETIREMENT:**
- 10.01 You will retire from service upon reaching superannuation age 58 years or earlier, in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company.



11 TERMINATION OF SERVICE:

The Company may at any time terminate your service without any notice or pay during or after the probationary period if an employee has been found to be in violation of any or all the following clauses:

- a) If the Management finds the information/particulars given by you in the application form or at the time of interview, herein or elsewhere are incorrect and false either.
- b) If you are found habitually absent without prior permission of the Management or if you proceed on leave without prior sanction or over-stay the sanctioned leave without first getting it sanctioned, then your services would be liable for termination purely at the discretion of the Management. If an employee does not report to work for 3 consecutive days, without any prior intimation, the Company reserves the right to initiate termination of his services.
- c) If at any time you shall, by your conduct, render yourself incompetent to perform your duties, or if you are found to be dishonest, disobedient, intemperate, irregular in attendance, breach of any of the terms of the appointment letter or of any of its stipulations herein, for any offence involving turpitude without prejudice to any of its rights under the terms herein, or any other reason, the Company shall have the right to Terminate your employment forthwith without any notice and payment due if any will be deducted from your salary.
- d) If you are convicted by any Court of Law or detained by the Police for any offence involving moral turpitude, the Company shall be entitled to terminate your employment forthwith without any notice or payment in lieu thereof.
- e) Resignation from Services:
 - i. Upon resignation and the subsequent acceptance of the same by your reporting authority, you will be relieved from your services after completion of satisfactory hand over to the person designated by the company, to whom your roles and responsibilities will be transferred.
 - ii. You are required to serve **One month's** notice period with the company during probation, after the submission of your resignation letter. Upon confirmation of your services, the notice period will stand revised based on company policy. There will be no waiver of notice period. Accumulated leaves cannot be used in lieu of notice period as a waiver.
 - iii. In case of dues payable by you to the company as per your Full & Final Settlement calculation the same should be cleared within 20 days of receipt of the calculation.
 - iv. The company would not release your applicable Full & Final Settlement and your Relieving/Experience Letter in case you do not serve the complete Notice Period applicable to you or the aforementioned dues payable by you are not cleared within the stipulated time frame.

Aayush Gupta

Confidential—Page 5 of 9

Coffee Day Beverages (A Division OF COFE),
No.23/2, 1st Floor, Vittal Malviya Road, Bangalore-560 061
T +91 80 4001 2345 / 6721 2345
CIN: U85110KA1933PLC015001
W www.coffeedaybeverages.com



- v. in the event of your resignation, the Company reserves the right to relieve you prior to the completion of the notice period, without any amount being payable by either party in respect of such period of notice so waived.

12 EFFECT OF TERMINATION:

Upon the termination of your employment, you will return to the Company all papers & documents or other property (tangible & intangible) which may at that time be in your possession relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts thereof.

You will produce a "NO DUE CERTIFICATE" from all relevant departments, subsequent to which all your dues will be cleared as per the applicable exit process.

Any and all disputes and conflicts arising out of this arrangement will fall under the exclusive jurisdiction of the Courts of Bangalore.

Kindly sign and return the duplicate of this letter in acknowledgment thereof on the terms and conditions embodied therein. Please return it within five days of receipt of this letter failing which the appointment is deemed as invalid and non-enforceable.

We look forward to having you on-board with us and offer you an interesting and rewarding career with the Company.

For Coffee Day Global Ltd.,

Arundhati Mukoo
General Manager, Human Resources
Coffee Day Beverages

Aayush Gupta

Confidential -- Page 6 of 9



ACKNOWLEDGEMENT

I have read and understood the above terms and conditions and hereby duly signify my acceptance of the same

Read & Accepted :

Signature : _____
Aayush Gupta

Date: _____

Place: _____

Aayush Gupta

Confidential—Page 7 of 9

Coffee Day Beverages (A Division Of CDGL),
No.23/2, 3rd Floor, Vittal Mallya Road, Bangalore-560 001
T: 51 60 4001 2345 / 6721 2345
CIN: U85110KA1993PLC015001
W www.coffeedaybeverages.com



Annexure-I

| Earning Headers | Annual (INR) |
|------------------------------|-----------------|
| Basic Salary | 193500 |
| House Rent Allowance | 96750 |
| Medical Allowance | 15000 |
| Conveyance Allowance | 19200 |
| Other Allowance | 73023 |
| Provident Fund (Employer) | 23220 |
| Gratuity (As per policy) | 9307 |
| Fixed CTC | 430000 |
| Performance Bonus*(1st Year) | 40000 |
| Sales Incentives | 40000 |
| CTC Per Annum (INR) | 5,10,000 |

- **Performance Bonus (First Year):** You would be eligible for Performance Bonus of **INR 40000/- (Rupees Forty Thousand Only)** at the end of 1 (One) year of continuous service from your Date of joining, provided that you achieve performance rating * 5 or 4 for the first year of your employment with the Company.
- **Performance Bonus (Second Year):** You would be eligible for Performance Bonus of **INR 40000/- (Rupees Forty Thousand Only)** at the end of 2 (Two) years of continuous service from your Date of joining, provided that you achieve performance rating * 5 or 4 for the second year of your employment with the Company.
- For the Sales Team, the Sales Incentives will be paid depending upon the actual achievement against targets.
- Other Allowance includes statutory bonus where applicable.
- Employer's contribution to Provident Fund as 12% of basic is included in your CTC. An employee contribution of 12 % of basic would be deducted from your compensation towards Provident fund.
- Gratuity is payable upon separation as per policy.
- Tax will be deducted on all income except reimbursements as per the current applicable income tax laws.
- **Field Reimbursements:** include daily allowances, travel, mobile reimbursements for days spent on the field.

Aayush Gupta

Confidential - Page 2 of 9

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W www.coffeedaybeverages.com



- **Training:** Product Training, Selling Skills Training and training you to be effective on the job is an integral part of the Sales Trainee Program.
- **Retention Clause:** As mentioned in the aforesaid clauses, the Company invests in training you to hone your skills helping you to become an accomplished professional. The Company also offers you a Performance Bonus of **INR 40,000/- (Rupees Forty Thousand Only)** as per the clause above, and expect a 2 (Two) Year commitment from you. Thus, in the event that you breach the provisions of the appointment letter by leaving the employment of the Company prior to the completion of the stipulated period of 2 (Two) years from the date of joining; you shall be liable to pay liquidated damages to the Company of **INR 60,000/- (Rupees Sixty Thousand Only)** which represents the expenses, loss that would be incurred by the Company by providing you the aforementioned training to build your skills, adding value to you as an individual and other employment related costs. You are required to pay liquidated damage amount to the Company as stated supra, within 20 days from your last working date, failing which the company reserves the right to withhold, adjust, forfeit and set off any amount payable to you as salary or other allowances, towards any expenses, cost incurred by the Company for providing training to you or any sum spent on behalf of you, including but not limited to initiate legal proceedings (both civil and criminal) against you for recovery of any residual money payable by you to the Company after such set off.
- The company will not release your applicable Full & Final Settlement and your Relieving/Experience Letter in case the above-mentioned dues are not cleared within the stipulated time frame.

For Coffee Day Global Ltd.,

Arundhati Mukoo
General Manager, Human Resources
Coffee Day Beverages

ACKNOWLEDGEMENT

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Acceptance Signature:
Name:

Date:

Signature of Parent:
Name:

Date

Aayush Gupta

Confidential—Page 9 of 9

Fwd: Offer Letter

1 message

Abhijeeta Sinha <avijeetasinha@gmail.com>
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Wed, Dec 20, 2017 at 3:56 PM

Ma'am,

PFA.

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

From: <jiohr@ril.com>

Date: 19-Dec-2017 6:41 PM

Subject: Offer Letter

To: <Avijeetasinha@gmail.com>

Cc: <PRATIKSHA.WAIKAR@ril.com>, <RANADIP.DEB@ril.com>

Dear Abhijeeta Sinha,

Greetings and Welcome to the Jio Family!

Further to our discussion, we are pleased to offer you the position of Area HR Trainee. Please find the offer letter enclosed with this email.

To ensure smooth on-boarding and joining process, kindly go through the following guidelines.

As a part of the Selection process, you are required to undergo Pre-Employment Medical Examination, which is to be conducted at our empanelled medical centres. A list of tests to be conducted and the empanelled medical centres are attached herewith for your reference. In case empanelled medical centre is not available in your town, then you may get the medical test done from any reputed and authorized medical centre in your town.

You are requested to take an appointment at the concerned Medical Centre for the Pre-Employment Medical Examination at least a day in advance & observe minimum of 12 hours fasting prior to the Pre-Employment Medical Examination.

Please note that the pre-employment medical is a part of selection process and pre-employment results indicates consideration of candidature for employment. This offer is subject to successful clearance of the Pre-Employment Medical Examination.

All Empanelled Medical centres will send the reports and bills directly to us. In case of other medical centres, you need to make the payment directly to the medical centre and collect reports. These medical expenses can be claimed by you on joining, at actuals or INR 1600/- whichever is lower.

Please review, acknowledge and accept the offer cum appointment letter, complete your pre-boarding details and Discover Jio Program before your joining date. You will receive a welcome e-mail which will detail out the process of pre-boarding.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by Company's Medical Officer.

For any clarification, please feel free to contact undersigned.

1/19/2018

I.T.S The Education Group Mail - Fwd: Offer Letter


Pratiksha Sanjay Waikar
PRATIKSHA.WAIKAR@RIL.COM


With love, from Jio


"Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, re-transmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

Virus Warning: Although the company has taken reasonable precautions to ensure no viruses are present in this email. The company cannot accept responsibility for any loss or damage arising from the use of this email or attachment."

3 attachments

 **Offer.pdf**
210K

 **Fitness Form & Hospital List.pdf**
214K

 **Medical_Form.pdf**
110K



Rs. 4.35/- per annum

RJIL/53616597/11338213/191217/1841

Date: 19 Dec 2017

Abhijeeta Sinha

551, KA/311 KHA BHILAWAN,
ALAMBAGH, LUCKNOW,
LUCKNOW, Uttar Pradesh - 2260

Offer cum Appointment Letter

Dear **Abhijeeta Sinha**,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Assistant Manager** in the Job Role **Area HR Trainee** on the following terms and conditions:

01. PLACE OF POSTING:

Your initial posting will be at **Bikaner**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **8 Jan 2018**.

02. COMPENSATION:

i. **Fixed Pay: INR 2,92,465/- (INR TWO LAKH NINETY TWO THOUSAND FOUR HUNDRED SIXTY FIVE only) per annum**

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

ii. **Retirals : INR 18,316/- (INR EIGHTEEN THOUSAND THREE HUNDRED SIXTEEN only) per annum**

This includes Provident Fund and Gratuity/Ex-gratia (company's contribution @ 12% of Basic Salary, and 4.81% of Basic Salary, respectively).

Bonus: Payable as per Payment of Bonus Act

Note: Aggregate of Fixed Pay, Retirals and Bonus is Committed Pay as per applicable rules (refer Annexure 1A)

iii. **Performance Linked Incentive (PLI): INR 31,818 (INR THIRTY ONE THOUSAND EIGHT HUNDRED EIGHTEEN only) per annum** (This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive, and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee.

PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date the amount is disbursed, notwithstanding any delay on the announcement of such disbursement.

Date: 19 Dec 2017

Page 1 of 21

Reliance Jio Infocomm Limited: CIN U72900MH2007PLC23412

Registered Office: 3rd Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400021, India. www.jio.com

Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

CTC is indicative cost to the company and will include the various components of pay that are being offered by the Company for being chosen by you, as per your requirements and subject to prevailing policy and rules. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1-B. For your reference, in Annexure 1-C, we have covered each component of compensation in detail.**

Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

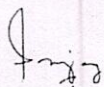
This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,

Reliance Jio Infocomm Ltd



AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Date: 19 Dec 2017

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Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

| ANNEXURE 1-A | | | |
|-------------------------|---|---------------------|----------|
| Name : Abhijeeta Sinha | | | |
| Compensation Break-up | | | |
| Components | | Amount in INR | |
| | | Monthly | Annually |
| A] Fixed Pay | | | |
| 1. | Basic Salary | 9,080 | 1,08,957 |
| 2. | Residual Choice Pay | 8,506 | 1,02,070 |
| 3. | Medical Reimbursement | 0 | 0 |
| 4. | Food Coupon | 0 | 0 |
| 5. | Gift Coupon | 0 | 0 |
| 6. | Leave Travel Allowance | 1,513 | 18,159 |
| Vehicle | | | |
| 7. | Company Vehicle Scheme | Refer Annex 1B & 1C | |
| 8. | Vehicle Insurance | Refer Annex 1B & 1C | |
| 9. | Fuel & Maintenance | Refer Annex 1B & 1C | |
| Housing | | | |
| 10. | House Rent Allowance | 3,632 | 43,583 |
| Insurance | | | |
| 11. | Group Personal Accident Insurance Premium | 48 | 570 |
| 12. | Group Term Life Insurance Premium | 280 | 3,355 |
| 13. | Medical insurance Premium: i) Self, Spouse, 3 Dependent Children | 1,314 | 15,771 |
| Total - Fixed Pay [A] | | 24,372 | 2,92,465 |

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Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

| ANNEXURE 1-A | | | |
|---|--|---------------|----------|
| Name : Abhijeeta Sinha | | | |
| Compensation Break-up | | | |
| Components | | Amount in INR | |
| | | Monthly | Annually |
| B] Retirals | | | |
| 1. | PF - Employer Contribution (12% of Basic Salary) | 1,090 | 13,075 |
| 2. | Gratuity / Ex-gratia (4.81% of Basic Salary) | 437 | 5,241 |
| Total - Retirals [B] | | 1,526 | 18,316 |
| C] Bonus | | | |
| 1. | Bonus (As per Act) | 617 | 7,400 |
| Total Bonus [C] | | 617 | 7,400 |
| Total - Committed Pay [A] + [B] + [C] | | 26,515 | 3,18,181 |
| D] Performance Linked Incentives | | | |
| 1. | Performance Linked Incentive | 2,652 | 31,818 |
| Total - Performance Linked Incentive [D] | | 2,652 | 31,818 |
| Total CTC [A] + [B] + [C] + [D] | | 29,167 | 3,49,999 |

The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

Rs. 4.35/- Per annum.

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Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

| ANNEXURE 1 - B | | | |
|------------------------|----------------------------------|--|--------------------------------------|
| Name : Abhijeeta Sinha | | | |
| Ref | Components | Details | Remarks |
| A.1 | Basic Salary | This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution | Fully Taxable |
| A.2 | Residual Choice Pay | Balance amount of Fixed Pay, if any, will be paid as 'Residual Choice Pay' | Fully Taxable |
| A.3 | Medical Reimbursement | Upto INR 15,000 per annum | Tax Exempted |
| A.4 | Food Coupon | Maximum limit prescribed under this element is INR 31,200/- per annum. (Sodexo or Ticket Restaurant 'Meal Vouchers') | Tax Free |
| A.5 | Gift Coupon | Maximum limit prescribed under this element is INR 5000/- per annum. (Sodexo / Accor / Reliance Retail Coupons) | Tax Free |
| A.6 | Leave Travel Allowance | 1. Maximum limit prescribed under this element is upto 2 month's basic salary. Rs. 18,000/- 2. Maximum 2 times, in a block of 4 years (e.g. 01.01.2014 - 31.12.2017) 3. Can be carried forward one time for next block. | Tax Exempted |
| A.7 | Company Leased Vehicle Scheme | 1. Eligibility : All employees in the Leader and Manager Family (excluding Fixed Term Contract employees) 2. Employee would be debited an amount of INR 2,602 per Lac of the vehicle value per month towards the Equated Monthly Installment (EMI) calculated at an interest rate of 12.5% per annum on monthly reducing balance basis for leasing period of 48 months. | Tax Exempted [upto the value of EMI] |
| A.8 | Company Leased Vehicle Insurance | 1. Eligibility : All employees in the Leader and Manager Family (excluding Fixed Term Contract employees) 2. Employees have a choice to select insurance between either bumper to bumper insurance or comprehensive insurance through the authorized third party provider. Employees would be required to purchase the insurance directly through the third party provider. | Tax Exempted |

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Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

| ANNEXURE 1 - B | | | | | | | | | | | | | | | | | | |
|---|---|---|--|-------------|------------------------|-----------------------|------------|------------------|---|------------|------------------|---|------------|-------------------|--------------------------------|-------------|-------------------|---|
| Name : Abhijeeta Sinha | | | | | | | | | | | | | | | | | | |
| Ref | Components | Details | Remarks | | | | | | | | | | | | | | | |
| A.9 | Fuel and Maintenance Reimbursement | Limits for Fuel & Maintenance for Own and Lease Plan Vehicles are as under: Leader Family Four Wheeler - INR 1,80,000 per annum Two Wheeler - INR 24,000 per annum Manager & Executive Family Four wheeler: Upto INR 100,000 per annum (extendable to INR 150,000 per annum, subject to certification of log book to be submitted to accounts) Two wheeler: INR 24,000 per annum | Tax Exempted (Taxable perquisite Notional Value)- INR 1800 per month if cubic capacity of engine is less than or equal to 1600 cc)- INR 2400 per month if cubic capacity of engine is more than or equal to 1600 cc) | | | | | | | | | | | | | | | |
| A.10 | House Rent Allowance | 1. Mumbai/Kolkata/Delhi/Chennai least of the following : A] Allowance actually received. B] Rent paid in excess of 10% of Basic Salary C] 50% of Basic Salary 2. Any city in India other than the ones mentioned above: Least of the following : A] Allowance actually received B] Rent paid in excess of 10% of Basic Salary C] 40% of Basic Salary | Tax Exempted | | | | | | | | | | | | | | | |
| A.11 | Group Personal Accident Insurance Premium | Mandatory debit of INR 570 per annum. Sum insured is INR 25 Lacs | - | | | | | | | | | | | | | | | |
| A.12 | Group Term Life Insurance Premium | The Insured amount and corresponding premium [Mandatory debit] are as under: <table><tr><th>Total Committed Pay</th><th>Sum assured</th><th>Mandatory Debit (p.a.)</th></tr><tr><td>Up to INR 24,99,975/-</td><td>INR 25 lac</td><td>INR 3,355/- p.a.</td></tr><tr><td>From INR 24,99,975/- to INR 49,99,975/-</td><td>INR 50 lac</td><td>INR 9,687/- p.a.</td></tr><tr><td>From INR 49,99,975/- to INR 74,99,975/-</td><td>INR 75 lac</td><td>INR 16,777/- p.a.</td></tr><tr><td>From INR 74,99,975/- and above</td><td>INR 100 lac</td><td>INR 21,846/- p.a.</td></tr></table> | Total Committed Pay | Sum assured | Mandatory Debit (p.a.) | Up to INR 24,99,975/- | INR 25 lac | INR 3,355/- p.a. | From INR 24,99,975/- to INR 49,99,975/- | INR 50 lac | INR 9,687/- p.a. | From INR 49,99,975/- to INR 74,99,975/- | INR 75 lac | INR 16,777/- p.a. | From INR 74,99,975/- and above | INR 100 lac | INR 21,846/- p.a. | - |
| Total Committed Pay | Sum assured | Mandatory Debit (p.a.) | | | | | | | | | | | | | | | | |
| Up to INR 24,99,975/- | INR 25 lac | INR 3,355/- p.a. | | | | | | | | | | | | | | | | |
| From INR 24,99,975/- to INR 49,99,975/- | INR 50 lac | INR 9,687/- p.a. | | | | | | | | | | | | | | | | |
| From INR 49,99,975/- to INR 74,99,975/- | INR 75 lac | INR 16,777/- p.a. | | | | | | | | | | | | | | | | |
| From INR 74,99,975/- and above | INR 100 lac | INR 21,846/- p.a. | | | | | | | | | | | | | | | | |

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Abhijeeta Sinha

RJIL/53616597/11338213/191217/1841

| ANNEXURE 1 - B | | | |
|------------------------|--|--|---------|
| Name : Abhijeeta Sinha | | | |
| Ref | Components | Details | Remarks |
| A.13 | Medical Insurance Premium i) Self, Spouse, 3 Dependent Children and Dependent Parents | Leader Family - INR 17,860 per person per annum for self and spouse. INR 9,226 per child. Dependent parents will be covered by a floater Mediclaim Policy of INR 5 Lacs with a premium of INR 15,771 per annum. Manager Family - INR 15,771 per annum for self, spouse, 3 Dependent children (up to 25 years) and Dependent parents. Floater Mediclaim Policy of INR 5 lacs per annum. | - |
| B.1 | PF (Employer contribution) | 12% of Basic Salary. | - |
| B.2 | Gratuity/Ex-gratia | 4.81% of Basic Salary. This is paid on separation. If separation occurs before 5 years of service, the amount is paid as an ex-gratia and is fully taxable. In case of service more than 5 years an amount equivalent to 15 days Basic Pay (last drawn) x No. of completed years of service is paid on separation. Gratuity is tax-free upto INR 10 Lacs. Any amount paid over and above 10 Lacs is taxable and is paid as an ex-gratia. | - |
| C.1 | Bonus | Payable as per Payment of Bonus Act | - |
| D.1 | Performance Linked Incentive | The Performance Linked Incentive is a 'Deferred incentive' and is based on the Performance Management System of the Company. It is the variable component of the CTC and represents the potential earning to an employee. | Taxable |

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.

2. Fixed Pay elements like Fuel & Maintenance, Medical Reimbursements, LTA are reimbursed based on the actual bills to be submitted and in case the same falls short of the amount chosen, balance will be paid as taxable allowance.

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Abhijeeta Sinha

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Annexure I-C

COMPONENTS OF COMPENSATION

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organization and includes all direct & indirect payments including benefits, perquisites, subsidies. It is so designed so as to provide flexibility to the employees in structuring their compensation package. However, the components within each category of payments are discretionary and the company has right to change these components any time without notice.

The main components under Cost to Company Structure are:

I. Fixed Pay

a) Basic Salary :

This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution. (Please refer **Point II Retirals** below.)

b) Fuel & Vehicle Maintenance Reimbursements :

All employees who have opted for a vehicle under company leased vehicle scheme are eligible for Fuel & Vehicle Maintenance Reimbursements. Additionally, employees who wish to use their self-owned vehicles are also eligible for the same. The limit for Fuel & Maintenance Reimbursements is as under:

Leader Family

Four Wheeler - INR 1,80,000 per annum

Two Wheeler - INR 24,000 per annum

Manager & Executive Family:

Four wheeler: Upto INR 100,000 per annum (extendable to INR 150,000 per annum, subject to certification of log book to be submitted to accounts)

Two wheeler: INR 24,000 per annum

Tax exemption will be subject to supporting provided as per limits defined above.

c) Children's Education Allowance (CEA)

To meet the expenses incurred by Employee towards the education expenses of employee's children. Maximum up to INR 100 per child per month subject to a maximum of two children is tax exempt.

d) Children's Hostel Allowance (CHA)

To meet the expenses incurred by Employee towards hostel expenses of Employee's children. Maximum up to INR 300 per child per month subject to a maximum of two children is tax exempt.

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e) Leave Travel Assistance (LTA)

LTA refers to the reimbursement that the Company provides towards the expenses incurred by employee on vacation travel with their families to any place within India. There are certain qualifying criteria for claiming LTA. These are detailed below:

- Employee must necessarily take 5 days of continuous Privilege Leave
- The family for this purpose includes spouse, unmarried dependent children upto two only, parents and dependent brothers and sisters.
- No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be upto 2 months' basic salary) that employee would like to avail as a part of his elected pay components. This choice has to be made by employee at the time of joining and subsequently at the beginning of every financial year. A mid-year change on the quantum of LTA is not permissible.

Two journeys, anywhere in India, in a block of four years is tax exempt. The current block is calendar year 2014 - 2017.

f) Medical Reimbursement

The expenses incurred by employee to meet health related expenditure, such as medicines, doctor's fees etc of the employee and his family members will be reimbursed upto a maximum of INR 15,000 per annum against production of bills..

Tax exemption is upto INR 15,000 per annum.

g) Conveyance Allowance

The expenses incurred by an employee for travelling from his residence to the office at the base location. However, this option can be availed only if the employee is not covered under the company car scheme.

Tax exemption is upto INR 19,200 per annum.

h) Sodexo / Accor Food & Gift Coupons

Sodexo / Accor Pass Meal Vouchers are food coupons that can be exchanged for food and beverages at over 11,000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash. Similarly, the Sodexo / Accor Pass Gift Vouchers can be used to buy daily necessities at over 6000 affiliated establishments across India.

Meal Vouchers up to INR 31,200 per annum is tax exempt.

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i) Gift Coupons

Upto INR 5,000 per annum is tax exempt.

j) House Rent Allowance (HRA)

House Rent Allowance is paid in order to meet the expenses incurred on account of rented accommodation.

Quantum of HRA will be decided by employee as a part of Employee Fixed Pay Breakup [50% of Basic salary in Mumbai, Delhi, Kolkata & Chennai (or) 40% of Basic salary in other locations].

The amount of HRA exempt from tax will be the least of the following amounts:

1. Actual HRA received (or)
2. Rent paid less 10% of Basic salary (or)
3. 50% of Basic salary in Mumbai, Delhi, Kolkata & Chennai (or) 40% of Basic salary in other locations

k) Company Owned Vehicle Scheme

1. All employees in the Manager and Leader Family (excluding Fixed Term Contract employees) are eligible for Company Leased Vehicle Scheme.
2. The vehicle will be registered in the name of the employee. However, the Registration Certificate and Insurance shall bear the hypothecation of the lessor (Leasing Company).
3. In accordance, the employee would be debited an amount of INR 2,602 per Lac of the vehicle value per month towards the Equated Monthly Installment (EMI) calculated at an interest rate of 12.5% per annum on monthly reducing balance basis for leasing period of 48 months.
4. Employee would have an option to buy the vehicle at a pre-determined market residual value of not less than 20% of the original net funded cost and he/she needs to fulfil the requisite formalities.
5. There would be no perquisite applicable for vehicles, under CLV plan.

Comprehensive Insurance coverage

1. Employees have a choice to select insurance between either bumper to bumper insurance or comprehensive insurance through the authorized third party provider. Company has negotiated preferential rates for motor insurance with the third party provider and employees would be required to purchase the insurance directly through the third party provider.
2. This option would be subject to appropriate VAT (currently 12.5%) & interest on EMI's.
3. Leasing company has corporate tie up's with some of the Insurance companies and employees can choose from those companies.



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l) Residual Choice Pay

The balance un-utilized amount under Fixed Pay is paid under this salary head as "Residual Choice Pay" and is subject to tax.

Please note that a declaration has to be made by the employee at the beginning of the financial year or within 7 days of joining the Company regarding the amounts to be claimed under each expense mentioned above. All bills / supporting documents are to be provided at the end of the financial year by 15 January.

m) Insurance - Personal Accident, Medical & Group Term Life Insurance

i) Group Personal Accident Insurance

The Sum insured is INR 25/- lacs and the corresponding debit towards premium is INR 570/- p.a.

Benefit Clauses

1. Death 100% of sum Insured.
2. Permanent Total disablement 100% of Sum Insured as per Insurance policy.
3. Permanent Partial disablement varies from 1% to 75% of sum insured as per insurance policy.
4. Temporal Total disablement 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

ii) Medical Coverage

Leader Family

Self, spouse and 3 dependent children up to 25 years will be covered by Company's Management Medical scheme on actual both for Domiciliary and Hospitalization. The Mandatory Debits are as follows.

| Family Definition | Benefits | Mandatory Debit (p.a.) |
|---|-----------------|-------------------------------|
| Self and Spouse | At Actuals | INR 17,860/- per person p.a. |
| 3 dependent Children upto 25 years of age | At Actuals | INR 9,226/- per child p.a. |

Dependent parents of Leaders will be covered by the Floater Mediclaim policy. The total coverage will be INR 5 Lacs irrespective of the number of members covered. Hospitalization room category will be up to a maximum of Deluxe Single room. The mandatory debit will be INR 15,771/- per annum. This scheme does not cover expenditure for spectacles, General Health checkups, external appliances, ayurvedic and Homeopathic treatment.

Reimbursement of Dental treatment is limited to INR 15,000 per family per annum and cosmetic dentistry is not covered by the scheme.

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Manager Family

You will be covered by the Group Mediciam Policy and will be entitled to reimbursement of hospitalization expenses for self and family as detailed in the table hereunder. The Mandatory debits as below will apply:

| Family Definition | Benefits | Mandatory Debit (p.a.) |
|--|---------------------------------------|--|
| Self, Spouse and 3 dependent Children (up to 25 years) and dependent parents | Floater Mediciam Policy of INR 5 Lacs | INR 15,771/- per annum per family of max. 7 persons. |

Hospital Room Category - Maximum room eligibility of up to Non-Deluxe Single Room

iii) Group Term Life Insurance

Every Employee is insured by Group Term Life Insurance.

The Insured amount and corresponding premium [Mandatory debit] are as under:-

| Total Committed Pay | Sum Assured | Debit in Fixed Pay |
|---|--------------|--------------------|
| Up to INR 24,99,975/- | INR 25 Lacs | INR 3,355/- p.a. |
| From INR 24,99,975/- to INR 49,99,975/- | INR 50 Lacs | INR 9,687/- p.a. |
| From INR 49,99,975/- to INR 74,99,975/- | INR 75 Lacs | INR 16,777/- p.a. |
| INR 74,99,975/- and above | INR 100 Lacs | INR 21,846/- p.a. |

BENEFIT CLAUSE

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

II. Retirals

a) Provident Fund

Employer contribution to the Provident Fund @ 12% of Basic salary.

The Company deducts 12% of the employee's Basic salary and makes an equal contribution, as per PF rules applicable currently. Both of these are remitted on a monthly basis to the company's PF Trust / RPFC. A part of the company's PF contribution is deposited to the Employees PF Pension Fund / RPFC, to provide employees with pension on retirement or after completing a specified period of service.

The employee is allowed to take loans for specific purpose (i.e. marriage of self & housing) against ones Provident Fund accumulations, as per the provisions of the Provident Fund Act.

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In case of separation prior to retirement, the employee will get his Provident Fund and Pension Fund accumulations transferred to his next employers. If employee is not taking up further employment, he may claim the PF accumulation after a waiting period of 60 days. In case the employee takes up further employment overseas, the waiting period of 60 days may be waived.

b) Gratuity/Ex-gratia

Employer contribution to the Company's Gratuity Fund @ 4.81% of Basic salary.

All Employees who have completed 5 years of continuous service with the Company are eligible to get gratuity on separation from the company. However, eligibility for contribution to the Gratuity Trust / Fund commences from day 1 of employment and in the event of separation before 5 years, the same will be paid as ex-gratia, except in case of separation arising out of disciplinary grounds.

Gratuity is calculated as under:

Last Drawn Basic Salary / 26 days x 15 days x number of completed years of service.

In the case of death, the minimum service requirement does not apply.

For the purpose of calculating Gratuity, periods of service of 6 months or more will be considered as equivalent to one year and less than 6 months will not be counted. Income Tax on Gratuity will be applicable as per Income Tax Rules.

In the event of an employee does not complete 5 years of continuous service, ex-gratia will be paid to the tune of gratuity accumulated and will be subject to prevailing Income Tax Rules.

III. Performance Linked Incentive (PLI):

PLI is computed on the basis of a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.

PLI will be payable provided the employee is on the rolls of the Company & not serving notice period, when the amount is disbursed, notwithstanding any delay on the announcement of such disbursement.

PLI will be subject to tax.

Note: All tax exemptions, where applicable, will be as per the prevailing tax rules and laws.

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Annexure - II

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. **Medical Fitness:** Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. **Verification of Particulars:** In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary/ affiliate of our client/ associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

3. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that;

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;
- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

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Annexure - II

- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and
- h. The terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and the terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

4.

DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its Clients.

You are required to engage yourself exclusively in the work assigned by the company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

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Registered Office: 3rd Floor, Maker Chambers IV, 222, Nariman Point, Mumbai - 400021, India. www.jio.com



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- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Client, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning,

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transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.
- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or nonpublic communication with any customer, client or member of the investment community or media or in any communication.

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m. Confidential nature of terms of employment: You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. Model Release : You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

TERMINATION OF EMPLOYMENT:

a. Employment AT-WILL: You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

b. Performance: Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.

c. Superannuation: You will automatically retire from the service of the company on attaining the age of 58 years.

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- d. Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- Return to work within 8 days from the commencement of such absence, and
 - Give an explanation to the satisfaction of the Management regarding such absence
- e. Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- h. Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- i. Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or other wise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of Reliance or any of its Group Companies.
- j. Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

6. GENERAL:

- a. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be

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borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

b. Rules Regulations and Policy on Ethics: You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company and our client publish from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

c. Media Interaction: You will not interact with the media - electronic, print or otherwise in

i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non public information selectively to any particular group as it may lead to unfair advantage / discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.

v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

d. Dispute Jurisdiction: It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

e. Entire Agreement: This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.



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- f. Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- i. Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. Travel:** You shall make your own transport arrangements to and fro from the place of work.
- k. Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter & salary certificate from your last employer in case you are/were employed.
 - Copy of Aadhar Card / Passport / Voter ID / License / any other document for photo identity and PAN card.
 - Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

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

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Abhijeeta Sinha

Signature

Date:

Date: 19 Dec 2017

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Fwd: Offer from Mywish Marketplace Pvt. Ltd. for the position of Assistant Relationship Officer !!

Ghanendra Saraswat <crc2.mn@its.edu.in>
To: Durba Roy ITS MN <rcrchead.mn@its.edu.in>

Thu, Jan 25, 2018 at 3:43 PM

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

From: **Sunidhi Kishor** <sunidhi.kishor@wishfin.com>

Date: Thu, Jan 25, 2018 at 1:02 PM

Subject: Offer from Mywish Marketplace Pvt. Ltd. for the position of Assistant Relationship Officer !!

To: guptaabhinav04@gmail.com

Cc: crc2.mn@its.edu.in, ghanendra@its.edu.in

Dear Mr. Abhinav Gupta,

Congratulations!!

It is my pleasure to extend the following offer of employment to you on behalf of Mywish Marketplaces Pvt. Ltd (Wishfin), further to the interview and discussions you have had with us. You are expected to join duty on February 01, 2018.

You are appointed to the position of Assistant Relationship Officer(ARO) and as an ARO, your starting annual remuneration(CTC) will be Rs. **3,99,528**

Please find attached detailed compensation structure and kindly send me your acceptance by 26th January 2018 post that the offer will stand null and void.

Please feel free to reach in case if you have any queries

Thanks,

Sunidhi Kishor

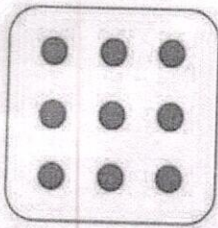
Talent Acquisition Manager

8588890393 | sunidhi.kishor@wishfin.com



Thanks & Regards,

Ghanendra Saraswat
Dy. Manager - Corporate Relations



MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector – 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi – 110092

CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

Offer Letter

Date: 25.01.18

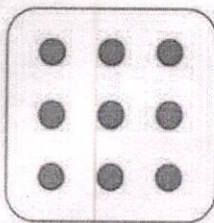
Dear Mr. Abhinav Gupta,

1. Reference your application for the position of Assistant relationship Officer with Mywish Marketplaces Pvt. Ltd, we are pleased to offer you the position of Assistant Relationship Manager in the Sales department at our Noida branch.
2. Please be apprised that acceptance of this Offer Letter would be deemed as acceptance to all the terms and conditions of employment detailed in Annexure A of this Offer Letter and all other policies promulgated by the Company .
3. Your Gross Annual Compensation package covering all benefits extended by the Company will be as per our discussions with you & are detailed in Annexure B of this Offer Letter.
4. Upon failure to join the Company on the Joining Date post acceptance of this Offer Letter , you shall be solely liable for all financial and other losses which arise upon the Company due to such failure. The Company reserves the right to initiate appropriate legal proceeding(s) against you in order to recover the losses caused by such act of yours. .
5. You are requested to provide us with a signed copy of this Offer Letter along with all documents listed in Annexure C of this Offer Letter on the Joining Date indicating formal acceptance of this Offer Letter.

Regards,

For and on behalf of Mywish Marketplaces Private Limited

Manager-HR



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CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

ANNEXURE A – TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period of six (6) months from the Joining Date, post which a performance review will be conducted. The probation period may be extended at the discretion of the Company if your performance is evaluated as unsatisfactory. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. You will not be allowed to take any leave during probation period, however, you shall always be eligible for the holidays as per the Holiday Schedule of the Company.

Performance Bonus: Upon ascertainment of the amount of your performance bonus basis the performance review, the amount so ascertained shall be paid on semi-annual or annual basis upon completion of the Probationary Period.

Compensation Review: Your Compensation review will be conducted on successful completion of 1 year with the Company post completion of the probation period.

Leaves and Holidays: Upon successful completion of your probation period you shall be eligible for leaves as per the Leave Policy of the Company, such leaves shall be subject to prior approval of your Reporting Manager. You shall also be eligible for holidays as per the Holiday Schedule of the Company which shall be circulated from time to time.

Appearance: The Company expects you to maintain high level of physical fitness, personal grooming, appearance and etiquettes. The Company reserves the right to conduct a medical examination as and when considered necessary, by registered medical practitioner authorized by the Company.

Professional Ethics: During your employment with the Company, you will be required to deal with the Company's money, property documents and other proprietary material which shall be handled with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or proprietary material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Offer Letter.

Prohibition from accepting gifts etc.: Accepting/receiving any presents, gifts, commissions, loans, advances or any sort of gratification of benefit from any person, party, firm or company having dealings with the company is not permitted. Similarly borrowing from customer, clients' other employees of the company, agencies and trade suppliers, contractors etc is also forbidden.

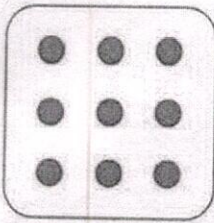
Statements to press / media: Any statement to be given to the press or media or contribution of any article to press or media without the prior permission of the Company is prohibited.

IT Security: While commencement of your service in the company, you are required to strictly adhere to IT security practice and procedure as prescribed by the Company from time to time.

Retirement: You would retire on completion of 60 years of age in accordance with the records available in the Company's record based on your declarations.

Notice Period to be given on Resignation / Termination of Service: Your employment is terminable, without reasons by either party; during the period of probation, by giving one month notice or one month's basic pay in lieu thereof. On confirmation of your employment with the Company, your services shall be terminable by giving three months' notice period or three months' basic pay in lieu thereof. The Company reserves the right to recover your salary in lieu of any shortfall in the notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period in lieu of payment of the balance salary.

Abandonment of Services: In the event of absenteeism without sanctioned leave for a period of 7 consecutive days (including weekly offs and holidays) It will be assumed that you have voluntarily abandoned your employment without giving notice or payment of pay in lieu thereof.



MYWISH MARKETPLACES PRIVATE LIMITED

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CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

Termination without compensation: Notwithstanding anything contained in this Offer Letter, your employment is liable to be terminated without notice and without payment of notice pay:

- A. If you fail, refuse or neglect to carry out any duty or duties assigned to you by the company.
- B. If you are found guilty of any fraud, insubordination or misconduct whether in the course of performance of your duties or otherwise.
- C. If you are found unfit to be entrusted with responsible work commensurable with your position, of any misconduct, moral turpitude etc.
- D. For loss of confidence in you by the company due to act of commission or omission on your part.
- E. If you commit any breach of any of the terms and conditions of this Offer Letter.

Tax Liability: The liability of all taxes which become applicable upon you as per the tax laws of the country during your employment with the Company shall solely be borne by you.

Confidentiality of Information: During your employment and for a period of three (3) years thereafter, you shall not to divulge to any third person, any confidential information which would impair the image and business of the Company. For the purpose of this clause, confidential information includes knowledge repository, reports, technology, expertise, R&D activities or any business plans of the Company.. In case it is established that the confidential information is passed on or disclosed in any manner the Company will have the right to terminate your services without assigning any reason and without any compensation thereof and shall also be authorized to recover all damages suffered by the Company from you, if any.

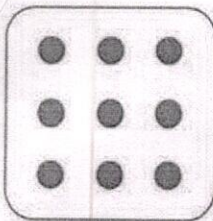
Confidentiality of Salary Information:

- a. Your salary package is based on, besides your overall experience level in Digital Marketing Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the Digital Marketing Industry, may be unrealistic and misleading.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your Reporting Manager.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and must not discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with the clients of the Company.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company. Or engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in this Offer Letter.

Inventions / Innovations Rights: The Company reserves its right of ownership on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you agree that you will not have any claims on the said innovations / discoveries, etc. The product also comprises the knowledge repository/ artifacts produced during your stay within the organization.

Transfer of Works, Inventions and Trade Secrets Rights: As a consequence of the direct, indirect, implicit or explicit tasks that you will perform during your employment with the Company, as well as under the concrete instructions received from the Company and / or under the Company's policies and practices, you recognize that the activities can imply, as your own initiative or as the Company's initiative to develop Works, Inventions and Trade Secrets. In this scenario, you understand that the Company will provide you with the required means for such purposes. In addition to the aforesaid, you understand that you will have access to Company's proprietary information and, therefore, you will acquire knowledge to which you would not have had access without having been employed by the Company.



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CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

By means of this Offer Letter, and in consideration to the benefits and remuneration received under your employment, you shall transfer to the Company, the title of all the Works, Inventions and Trade Secrets Rights that you may make, create, develop or discover during the term of your employment to the maximum extent permitted by applicable Laws in India and the entire world. The transfer is made on a permanent and exclusive basis; this implies the right to transfer and licence the Works, Inventions and Trade Secrets rights to third parties, worldwide, and during the entire period of protection established by the Law to the right in question.

It is understood that the transfer is made for any purpose, use, shape, media, procedure or system of the Works, Inventions or Trade Secrets exploitation, including analog and digital media.

You further agree that the above assignment of Works, Inventions and Trade Secrets rights, shall not revert back or be deemed to lapse, even if the Company or its successors or assigns do not use or exploit the same within 1 year of such transfer.

For the purposes of this clause:

"Industrial and Intellectual Property Rights" means any rights recognised under intellectual property Laws (authorship rights, related rights and any other sui generis rights), as well as any rights recognised in Industrial Property legislation (patents, brands, utility models, industrial and/or artistic sketches and models, topographies of semi-conducting products and any other similar rights);

"Works, Inventions and Trade Secrets" shall include any the creations and other objects and services that can be protected by the Laws of intellectual property, industrial property, and Laws applicable to know-how.

Deputation: Although your initial place of work is nominated as New Delhi Capital Region, you may be deputed to work at any one of the other locations of the Company, or any of their client sites globally, as and when considered necessary, solely at the discretion of the Management.

Non Solicitation: During the term of your employment with the Company and for a period of 3 (three) years thereafter you shall will not, except through a public advertisement, directly or indirectly, solicit, offer for hire, hire for employment or work with, on a part-time, full-time or any other basis, other than on behalf of the Company.

Dispute Resolution: In the event of any dispute arising out of this Offer Letter, the dispute shall be resolved amicably within thirty (30) days from the date of dispute. However, any unresolved dispute may be referred for arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and any rules and/or amendments made thereto. The arbitration award shall be final and binding on both the Parties. The seat and venue for arbitration shall be Noida, Uttar Pradesh, India and the cost of arbitration shall be borne equally by the parties.

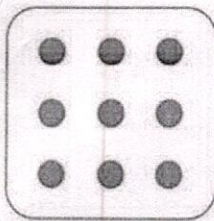
Governing Law: This Offer Letter shall be governed by the laws of India. The courts at Noida, Uttar Pradesh shall have the exclusive jurisdiction over all disputes or claims arising out of this Offer Letter.

I accept the above terms and conditions of service.

Name: Mr. Shubham Dureja

Date: 25.01.18

Signature: _____



MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector – 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi – 110092

CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

ANNEXURE C – GENERAL INFORMATION

List of Documents/Xerox copies of which are to be submitted at the time of joining:

| S. No. | Description | Submitted (Y/N) |
|--------|--|-----------------|
| 1 | Signed copy of the Offer Letter | |
| 2 | Proofs for educational qualification: Passing Certificates of your Diploma / Bachelor's Degree / Master's Degree / professional courses | |
| 3 | Mark Sheets: Mark sheets of all semesters (In case of multiple attempts the mark sheets of all attempts must be provided). | |
| 4 | Copy of Latest Salary Slip/Salary Certificate/Appointment Letter | |
| 5 | Experience Certificate: Please submit an experience letter from your former employer indicating: ·1 Total years of experience ·2 Name and duration of project(s) ·3 Brief description of project(s) ·4 Your role in the project(s) | |
| 6 | Relieving letter from your former employer or a signed resignation letter | |
| 7 | Passport | |
| 8 | Three passport size photographs | |
| 9 | Income Tax Deductions Certificate from previous employer | |

Note: Originals of items 2-7 should be presented for verification at the time of joining. These will be returned to the employee immediately after verification.

4



DIL/HR-KCO/LOI/17-18
February 20th, 2018

Mr. Abhinav Kumar Jha
ITS, Ghaziabad

Dear Mr. Jha,

Congratulations on your decision to be a part of the Dabur Family as "Officer Trainee". We welcome you to **Young Sales Leadership Program (YSLP)**. During your officer trainee period, you will be undertaking various stints based out of multiple locations, as decided by the Dabur management.

A detailed appointment letter conveying the terms and conditions would be given to you after you join. Your appointment will be as per the terms of your appointment letter and the rules & regulations applicable to you from time to time. Your salary package as discussed and agreed upon is enclosed herewith.

Kindly note that this offer stands subject to your successfully fulfilling the passing criteria of your study course. Original or provisional degree/diploma from your institute needs to be furnished on the day of joining for this offer to be fulfilled.

You would also be required to undergo a standard medical examination and furnish a fitness certificate prior to joining Dabur. We would send you more details on the same soon.

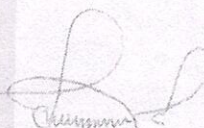
By accepting this offer letter, you undertake that none of your relatives is employed in this Company and/or its sister concerns whether in India or abroad. For this purpose, relative means "spouse, father, mother, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, real uncle/aunt, real first cousin, real nephew/niece".

This letter of intent is made relying upon the information furnished by you. If any information is found to be incorrect or detected by us to have been suppressed even at a later stage, the Company will have the right to withdraw this letter of intent or subsequent appointment letter any time without assigning any reason.

You are requested to join us on **Monday, 2nd July, 2018** at our Kaushambi Corporate office at the following address:-

Dabur India Limited
2nd Floor, HR Dept.,
Corporate Office, Kaushambi,
Ghaziabad – 201010




Contd.2,



: 2:

Please bring the following documents for our records:-

1. Relieving letter from last employer (if applicable)
2. Experience Certificates from all previous employments (if applicable)
3. Photocopy of Date of Birth Certificate
4. Photocopies of Qualification Certificates
5. PAN number for the purpose of Income Tax
6. Three Passport size self-photographs

Also carry the original documents with you for verification by the corporate HR team.

If you require any facilitation, please be in touch with Mr. Nameesh Sharma at KCO.

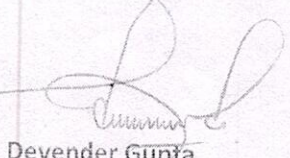
Please confirm that the above terms have been correctly understood by you and agreed upon by making your endorsement below. Please send us back a signed copy of this letter for our records.

We look forward to your joining Dabur.

With best wishes,

Yours sincerely,

For DABUR India Limited,


Devender Gupta
Senior General Manager- HR



Encl: as above

I have read and understood the contents of this letter and I confirm that the above terms and conditions are correct reproduction of what I have discussed and agreed upon with the Management.

(Abhinav Kumar Jha)

Compensation Package

Name : Abhinav Kumar Jha
Designation : Officer - Trainee
Division : CCD Sales
Grade : F07
Annual Compensation Package (in Rs) : 800,000
Monthly Gross Salary (in Rs) : 60,880

| Component (per annum) | Amount (in Rs) | Remarks |
|-------------------------|-------------------|---------------------|
| Monthly | | |
| Basic Salary | 253,200 | |
| Special Allowance | 353,822 | |
| House Rent Allowance | 113,940 | As per policy |
| Conveyance Allowance | 9,600 | As per policy |
| Annual | | |
| Leave Travel Concession | 5,000 | As per policy |
| Out Patient Medical | 13,500 | As per policy |
| Ex-Gratia/Bonus | 8,400 | As per Act |
| Retirals | | |
| Provident Fund | 30,384 | 12% of Basic Salary |
| Gratuity | 12,154 | As per Act |
| Cost to Company | 800,000 | |

NOTE : (1) You will continue to be entitled for other perks & benefits not mentioned above, as applicable in your Grade.
(2) All tax liability to be borne by the individual.
(3) All above compensation details, subject to rules.

Additional
⇒ Rs 1,50,000/- TA/DA (P.a)
⇒ Rs 24,000/- Mobile (P.a)
⇒ Rs 35,000/- Internet (P.a)
Total 10.5 LPA

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

Dabur students list PGDM (2016-18) Batch**Sharma Nameesh (HR)** <nameesh.sharma@mail.dabur>

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

Tue, Feb 6, 2018 at 9:53 AM

Cc: "Gupta Devender(HR)" <devender.gupta@mail.dabur>, Chauhan Vijay <vijay.chauhan@mail.dabur>, Neb Tushar <tushar.neb@mail.dabur>

Dear Ms. Roy,

Post our campus visit at your institute for final placements, We are pleased to make an offer to your student Mr. Abhinav Kumar Jha as a YSLP trainee for our 2018-19 batch.

Details of the offer and the formal letter would be shared with your shortly. Kindly note that the offer is subject to the student clearing his course requirements in his first attempt and a pre-joining medical test, details of which will follow.

Kindly ensure that the student is out of the placement process accordingly and confirm.

Thanks and Regards,

Nameesh Sharma

Sr. Manager – Corp. HR

From: Durba Roy ITS MN [mailto:crchead.mn@its.edu.in]**Sent:** 05 February 2018 11:57**To:** Sharma Nameesh (HR)**Subject:** Fwd: Dabur students list PGDM (2016-18) Batch

[Quoted text hidden]

**Disclaimer**

"This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error please notify the sender immediately and delete the original. Any other use of the email by you is prohibited."

Dabur India Limited.



RIA Insurance Brokers Private Limited

Regd/ Head Office: Om Plaza, 430/7, 1st Floor, Sant Nagar, East of Kailash, New Delhi - 110065 CIN No: U74899DL1989PTC034788

Phone: (+91-11) 41623784, 46581577 Mobile: (+91)9810090853

Web: <http://www.healthinsuranceindia.org> E-mail: ria@surekhae.com

Date: 17th Apr 2018

To: Abhishek Anand
East Patel Nagar Road No- 6,
House No 61 P.O- Shastri Nagar,
Patna- 23

Dear Abhishek,

This letter governs the terms of your employment with RIA Insurance Brokers Pvt. Ltd. (the "Company").

1. **Appointment and Scope of Services**

Subject to your accepting this appointment letter, we confirm your appointment for the position of Associate with effect from May 7th, 2018.

2. **Work Location**

Employee's place of service shall be Delhi, but the Company may also require the employee to travel/work at any other place of business of the Company, whether on temporary or permanent basis, as per the directions of the Company.

3. **Payment of Salary**

You are eligible for a gross compensation, which includes a Fixed Pay Component and a Performance Based Component. Your Fixed Pay Component shall be Rs. 25,000 (Rupees Twenty Five Thousand only) per month which shall be paid to you in arrears on the tenth working day of each calendar month. Your Performance Based Pay Component is linked to your performance within the company, and be calculated for each Fiscal Year. Reimbursement of expenses will be provided in line with Company policy. Additionally, you will be on probation for the first 4 months of your employment, where your compensation shall be Rs. 20,000 (Rupees Twenty Thousand only). During probation, the Company can terminate your employment without Cause or Notice.

Further, salary, allowances and all other payments/benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.

Your compensation package is strictly confidential between you and the Company and should not be discussed with any one nor divulged to anyone in any manner whatsoever, including other employees.

4. **Confidentiality**

- 4.1 As used in this letter, the term "Confidential Information" means any and all confidential, proprietary, secret or otherwise non-public information (including information regarding personal salary and compensation matters and any other information conceived or developed by you) that is applicable or in any way related to (i) the past, present or future business of the Company or customers, (ii) the software products, intellectual property and/or the content, research and development of the Company, or (iii) the business of any client, customer or vendor of the Company. Such Confidential Information includes, by way of example and without limitation, trade secrets, processes, formulas, data, program documentation, algorithms, source codes, object codes, know-how, content, improvements, inventions, techniques, all plans or strategies for marketing, development and pricing, and all information concerning existing or potential clients or



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Phone: (+91-11) 41623784, 46581577 **Mobile:** (+91)9810090853
Web: <http://www.healthinsuranceindia.org> **E-mail:** ria@surekhae.com

vendors. Confidential Information also includes all similar information disclosed to the Company by any other person or party.

- 4.2 You agree during and after the period of your employment not to use, directly or indirectly, any Confidential Information other than in the course of performing duties as an employee of the Company, nor shall you directly or indirectly divulge or disclose any Confidential Information or anything relating to it to any person or entity except, without the Company's prior written consent.
- 4.3 You acknowledge that the Confidential Information is a special, valuable and unique asset of the Company and you agree at all times during the period of your employment, and thereafter, not to disclose for any purpose except as required under applicable laws, and to keep in strict confidence and trust, all of such Confidential Information.
- 4.4 You agree that you shall, at the discretion of the Company, do all such things and sign and execute all such documents and deeds as may be required to perfect, protect or enforce any of the rights of the Company under this clause.

5. Leave Entitlement

You are required to comply with the Company's standard leave policy in accordance with the rules and regulations of the Company.

6. Termination of Employment

- 6.1 You acknowledge and agree that you shall be an at-will employee of the Company and, subject to applicable law and the Company's rules and regulations, this employment may be terminated at any time, without assigning any cause or reason upon one month's prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof.
- 6.2 The Company may also terminate your employment at any time with immediate effect for 'Cause' by giving a written notice. In such an event, the Company shall not be liable to pay any salary in lieu of notice.
- 6.3 For the purpose of this letter, the term "Cause" shall mean any of the following reasons: (1) dishonesty, including theft; (2) insubordination; (3) job abandonment; (4) wilful refusal to perform the employee's job; (5) violation of the terms of this letter, any other agreement between the employee and the Company; (6) violation of the Company's policies on discrimination, unlawful harassment or substance abuse; (7) excessive absenteeism; (8) any wilful or intentional act having the effect or likely to have the effect of injuring the reputation, business or business relationships of the Company; (9) conviction for any crime involving moral turpitude, fraud or wilful misrepresentation; (10) non-compliance of IRDA regulations and training requirements for a broker; and (11) if it is discovered at any time that the information given by you at the time of your application for employment with the Company is not correct, untrue or false in any material respect or if it is discovered that any material information has been deliberately suppressed; (12) strong complaints from customer or clients on performance; and (13) not following of company reporting standards.

7. Consequences of Termination

- 7.1 Upon termination of employment with the Company, and regardless of the reason for such termination, you shall promptly return to, or leave with the Company all documents, records, notebooks, computers, laptops, magnetic tapes, disks or other equipment or materials, including all copies, in his or her possession or control which contain any Confidential Information or any other



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Web: <http://www.healthinsuranceindia.org> **E-mail:** ria@surekhae.com

information concerning the Company or any of its affiliates, or any of their respective products, intellectual property, services or clients.

7.2 You shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be nominated/appointed by the Company.

7.3 In the event of termination of your employment for any reason whatsoever, the Company reserves the right to recover or withhold from any amounts payable to you at the time of such termination any monies paid to you in advance by the Company or otherwise paid by the Company.

8. Non-Compete and Non-Solicitation

8.1 You shall not, directly or indirectly, during the term of employment with the Company and for a period of 2 years after termination of your employment:

(a) solicit or influence or attempt to influence any client, customer or other Person to direct the purchase of products and/or services similar to that of the Company to yourself or any other Person or organization in competition with the business of the Company;

(b) solicit or attempt to influence any, employed or engaged by the Company (whether as an employee consultant, advisor or distributor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any other person which is in competition with the Company; and/or

(c) engage in any activity that conflicts with your obligations in terms of this letter.

8.2 You shall not, directly or indirectly, during the term of employment with the Company carry on or participate (whether as a partner, shareholder, principal, agent, director, affiliate, employee or consultant) in any business and/or activity which is the same as, or similar to, the business of the Company other than through the Company.

8.3 You shall make full and true disclosure in writing to the Company of any direct or indirect interest or benefit that you have derived or are likely to derive through or in connection with any contractual arrangements, transactions or affairs of the Company, or any transactions which are likely to be detrimental to the Company.

9. Intellectual Property Rights

9.1 In consideration of the amounts to be received by you from the Company under this agreement, all Intellectual Property Rights in all material/documents created in the course of your employment with the Company (and ownership of physical material) shall belong to the Company and the Company shall be the sole and absolute owner thereof. In any event, you hereby transfer and shall be deemed to have assigned in favor of the Company, all rights, title and interest in and to all the Intellectual Property Rights, together with the rights to sub-license or transfer any and all rights assigned hereunder to third parties, in perpetuity.

For the purposes of this letter, "Intellectual Property Rights" shall mean all intellectual property, including patents, inventions (whether or not patentable and whether or not reduced to practice), utility models, trademarks and service marks (registered and/or unregistered), trade names and the goodwill associated therewith, domain names, right in designs, copyrights, rights in databases, proprietary rights, technical, commercial or financial information of a proprietary or confidential nature (including without limitation manufacturing and production processes and techniques,



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improvements, customer proposals, customer and supplier information, technical and computer data and software), trade secrets and know-how, in all cases whether or not registered or registerable and including registrations and applications for registration or renewal of any of these, and all rights to apply for any of the above, rights to receive equitable remuneration in respect of any of the above and all rights and forms of protection of a similar nature or having equivalent or similar effect to any of the above anywhere in the world.

9.2 You further represent and warrant that all Intellectual Property Rights created by you expressly for the Company are original, to the best of your knowledge does not infringe the rights of any other person, and that you possesses all rights necessary to effectuate the transfer of the rights in accordance with Clause 9.1 above.

9.3 You agree that you shall, at the discretion of the Company, do all such things and sign and execute all such documents and deeds as may be required to perfect, protect or enforce any of the rights of the Company under this clause.

9.4 You irrevocably and unconditionally waive any and all moral rights under the relevant laws in India governing Intellectual Property Rights (specifically including Trade Marks Act, 1999, as amended and the Indian Copyright Act, 1957, as amended) or any right of a similar nature under law in any other jurisdiction in and to any and all material in any medium whatsoever written created or devised by you, whether solely or jointly and pertaining to the operation or business of the Company or resulting from or suggested by anything which you shall so pursuant to your employment.

10. Disciplinary and Grievance

You shall be governed by the conduct and discipline rules of the Company and all other standing instructions which are in force and/or which may be adopted in the future. Acceptance of this letter of offer carries with it the employee's express agreement to abide by all such rules, regulations, orders, etc.

11. Other Job or Educational Study

During the term of your employment with the Company, you must not undertake any additional employment, educational study, or business opportunities which could reasonably be considered to conflict with the interest of the Company or of your ability to discharge your duties without the prior written consent of the Company.

During the term of your employment with the Company, you, or any family member, will not operate an Agency or any other insurance intermediary or insurance service provider. You will not place any insurance business with any other insurance intermediary, outside of the Company.

12. Governing Law

This agreement shall be subject to the laws of India. You hereby submit to the exclusive jurisdiction of the courts of New Delhi.

13. Survival

Any provision or covenant of this letter, which expressly, or by its nature, imposes obligations beyond the expiration, or termination of your employment, shall survive such expiration or termination.



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14. Severability

If any provision of this letter is found by a competent court or judicial body to be, invalid, unenforceable or prohibited by law, the terms of this letter shall be considered divisible as to such provision and the remainder of this letter shall be valid, binding and of like effect as though such provision was not included herein. Any invalid or unenforceable provision of this letter shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

15. Miscellaneous

- 15.1 There are no collective agreements in force directly affecting your employment. By the acceptance of this letter, you hereby grant your consent for the Company to alter or amend the terms of this letter, your compensation structure, and the employee code and rules and regulations of the Company as the needs of the business dictate.
- 15.2 You agree that you shall, at the discretion of the Company, do all such things and sign and execute all such documents and deeds as may be required to perfect, protect or enforce any of the rights of the Company under this clause.
- 15.3 This letter replaces all previous written or verbal agreements between you and the Company.
- 15.4 You have to strictly adhere to any lead and client reporting mechanisms put in place by Company.
- 15.5 This appointment letter is subject to the following: a) proof of completion of your educational qualifications b) proof of salary from previous employers c) proof of any successfully completed trainings required by IRDA to successfully conduct your job.

Please sign and return a copy of the enclosed letter to confirm your acceptance of this appointment in the Company in accordance with the terms and conditions mentioned hereinabove.

Please do not hesitate to contact me if you have any queries regarding this offer. We look forward to you joining the team.



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Yours sincerely,

~~Ria Insurance Brokers Pvt. Ltd.~~

S.K.Sethi
Director

Director

SK Sethi

Director - On Behalf of RIA Insurance Brokers Pvt. Ltd.

By signing below, I certify that I am accepting employment with RIA Insurance Brokers Pvt. Ltd. based on the terms stated above.

Printed Name

Signature

Date

Date: 23 April, 2018

Provisional Emp. No. - PR17885

Strictly Confidential

Abhishek Choudhary
Institute of Technology and Science (ITS), Placement Cell
Grand Trunk Rd, Mohan Nagar
Ghaziabad-201007

Dear Abhishek

This has reference to your application and subsequent discussions. We are pleased to offer you the position of **"Executive Trainee"** at Bajaj Allianz General Insurance Company Limited. You are expected to apply yourself diligently during the training period and make full use of the learning opportunities being provided to you.

1. Training Period

The training period shall be for one year from **7 May, 2018 to 7 May, 2019** and the training period may be extended, at the sole discretion of the Company, on account of your non performance and the decision of the Company on your non performance shall be final and binding. You will be automatically deemed to be under extended training period provided you get a written communication on your confirmation. The Company may at anytime, at its sole discretion may, instead of extending the training period, terminate your training either during the training period or at the end of training period or during deemed extended training period, as the case may be.

2. Location

Your place of posting will be communicated to you before your date of joining. However, 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 training are transferable at short notice, to any department or to any Office, Branch, division of this Company or you will be sent on deputation to any subsidiary Company/holding Company/group Company/ fellow subsidiary Company/group Company associate Company/affiliate entity of this Company or to any other incorporated Company/unincorporated entities, as per the discretion of this Company. In the event of your transfer/deputation, as the case may be, the terms and conditions of Training outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting/new company to which you are sent on deputation.

3. Stipend Package

(a) Your stipend package will be as detailed in Annexure A. The stipend package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

(b) If entitled, you shall become a member of Provident Fund and Trainees Pension Scheme and other applicable Trainee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time.

(c) If you were subscribing to the Trainees Provident Fund and Family Pension Scheme or Trainees Pension Scheme in your previous training, you shall furnish the full particulars such as your Account Number, family particulars etc. at the time of joining

4. Job Description

Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

5. Medical Fitness

Your appointment and continuation during training period is subject to your being found fit in the pre-training Medical Examination and in any Medical Examination during the course of your training period as may be prescribed by the Company.

6. Leave

(a) You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to your sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy of the Company will be treated as "absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company, by initially giving one notice to you after expiry of unauthorized absence for more than the specified number of days as per policy of the Company and thereafter, by giving a further notice, if need be, in which case your services will automatically stand terminated for absconding/disappearing at the expiry of the period mentioned in the above further notice. Provided further, the service of notice referred to hereinabove may be served by the Company at your email address available with the Company which will be deemed to be sufficient service of notice without any further need to send such notice by courier/registered post AD/speed post/certificate of posting etc.,

(b) Upon your retirement, voluntary resignation or termination simplicitor of your services by the Company, the accrued Earned Leaves will be encashed at the rate of Basic Salary for the number of Earned leaves to your credit. Provided however, if there are any acts, commissions and omissions on your part for which disciplinary action is pending or contemplated, then notwithstanding voluntary resignation or otherwise, encashment of Earned Leaves will depend upon the final outcome of such disciplinary proceedings pending/contemplated and or as per legal provisions. Explanation: For the purpose of this clause, the usage of one month's Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is further clarified that the corresponding Basic Salary actually applicable at the time of retirement, voluntary resignation or termination simplicitor, as the case may be, shall apply.

7. Compliances

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of tax returns. The Company may withhold from any stipend or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

8. Code of Conduct

You shall at all times during training period comply with the service regulations, Code of Conduct for the employees, etc. presently applicable and amended from time to time.

9. Retirement

The normal age of your retirement shall be 58 years and accordingly it is the condition of training that you will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However the Company may, in its discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

10. Other Terms and Conditions

(a) During your training period, you will be subject to the service Rules regulations applicable from time to time.

(b) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your training period.

- (c) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of the Company as presently applicable and as may be amended from time to time.
- (d) You will not, during the continuance of your training period undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- (d) You shall not during the course of your training period engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- (e) You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in unlawful/immoral activities.
- (f) If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.
- (g) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.
- (i) In compliance of various statutory provisions and to ensure the safety of its women trainees, Bajaj Allianz General Insurance Company Limited shall not require any of its women trainees to remain in the office and work beyond 7 PM. In the event a woman trainee needs to stay back after 7 PM on account of official work she has to inform the same to her reporting authority and obtain approval for the same and for any reason whatsoever such instances of staying back in office after 7 PM shall not be more than five times in a month.
- (j) It shall be the responsibility of the Branch Head/ Office Head to ensure that no women trainee stays back to work in the office after 7 PM without the approval from her reporting authority.

11. Termination:**(A) During Probation and after confirmation:**

- (a) It is understood and agreed that during probation or after confirmation, this engagement/your services (i) may be terminated, at anytime, by either party without assigning any reasons by giving to the other party notice in writing of 30 days, in which case the termination shall take effect at the end of such notice period, and (ii) is/are liable to be terminated by either party with immediate effect, at anytime, without assigning any reasons, by:
- (1) Employee paying 30 days' Basic Salary, in lieu of 30 days' notice, to the Company, (2) Company paying to the employee an amount equivalent to 30 days' Gross Salary, in lieu of 30 days' notice.
- (b) In the event the termination of this engagement/your services with 30 days' notice is at the instance of the Employee:
- (i) Who has not requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part by paying to the Employee, prorata Gross salary for the notice period/balance notice period waived. Acceptance of salary in lieu of notice period or for the balance notice period shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.
- (ii) Who has requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Employee shall pay prorata Basic salary in lieu of balance notice period sought to be waived by the Company. Provided further that even if the employee has requested a specific date for relieving, the Company at its sole discretion reserves the right to relieve the Employee on any date before the requested specific date by paying to the Employee, prorata Gross salary for the balance notice period till the specific date requested by employee. Acceptance of prorata Gross salary, in lieu of balance notice period till the specific date requested by employee shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.

For the purpose of sub-clauses (a) and (b), (1) the usage of 30 days' Gross salary or salary shall mean "Gross Salary" as mentioned in Annexure A [under the component "Total Fixed Pay "] attached hereto, and (2) the usage of 30 days' Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is hereby clarified that the corresponding amounts actually applicable at the time of issuance of termination notice shall apply.

(B) Notwithstanding what is stated in other clauses of this Appointment Letter, During Probation and After confirmation, at the sole discretion of the Company your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanour or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company and the employee shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice. Once the misconduct, misdemeanour or any criminal offence/s are brought to the notice of the employee by personal delivery or by RPAD or by speed post or by certificate of posting or by Email and the employee abruptly stop coming to work under alleged resignation not accepted by the Company, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings. In this regard it is clarified that any acts of Sexual Harassment as per provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any amendments/new legislation shall be treated as a Misconduct attracting the suitable disciplinary action.

(C) Upon the termination of your employment/engagement, you shall return to the Company all documents and/or copies thereof and any other articles/properties belonging to the Company, including Identity Card, data card, Laptop etc., which may at the relevant time be in your possession. Failing to so return to the Company shall be treated as criminal breach of trust, attracting suitable criminal action by the Company.

12. Reservation of Rights

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company.

The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the training period of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

13. Confidential Information

(a) You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, training and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.

(b) You hereby agree that you will not, at any time during or after your training period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

(c) Any disclosure which has not been expressly authorised by the Company shall be called 'unauthorised disclosure'. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

(d) Unauthorised Disclosure and use of confidential information constitutes a serious misconduct & the Company shall be entitled to take appropriate disciplinary action against you including termination of service.

Disclosure and use of Confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction".

Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

14. Intellectual property

All Works developed by you during the course of your training with the Company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any other derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works.

The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any stipend for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

15. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your training on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

16. Severability

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

17. Governing laws & Jurisdiction

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

18. Relationship with Directors

You will declare your relationship ["relationship as defined in Section 2 (77) of The Companies Act 2013 or any amendments thereof, from time to time], in terms of Section 2 (77) of The Companies Act 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

19. Validity

In case you do not communicate your acceptance of the offer or do not join duties on 7 May, 2018, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter.

20. Background Verification – Assurances & Undertakings

We are offering you the training in our Company as per the details mentioned in the appointment letter basing it on your assurances, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserves its right to examine, verify and investigate [on our own or through our agents/consultants/investigation team] the correctness, truth or veracity of the various documents submitted by you i.e. Education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings. Further, if at any time after your appointment our Company [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your assurances, undertaking, agreements, documents of educational/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations, assurances and undertakings are wrong, false, fraudulent, forged, or willful suppression of facts, willful wrong statements by you, your assertion of correctness of facts/statement though you do not believe them to be true and or not true, then our Company reserves the right to take appropriate disciplinary action as deemed fit."


21. Mode of serving notice

Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be sent by sending the letter in physical paper form or by way of email or other electronic modes of service and accordingly any mode of service is sufficient service of notice or other communication upon you and no further confirmation of email or electronic communication is required.

22. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team.

For Bajaj Allianz General Insurance Company Ltd.

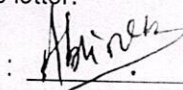


Authorised Signatory

Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding. As a token of acceptance, I have hereby signed the duplicate of this letter.

Signature



Name

: ABHISHEK CHOUDHARY

Date

: 27/04/2018

**ANNEXURE - A
TRAINING STIPEND SHEET**

Provisional No. PR17885
Name Abhishek Choudhary
Position description Executive Trainee
Date of Joining 7 May, 2018 Tentatively
Level & Grade Trainee
Place of posting Not Yet Decided

Controlled Document


1st Original : With appointment letter
2nd Original : Personal File

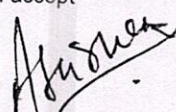
| S No. | Components | Per month | Per annum |
|-------|--------------------|-----------|-----------|
| 1 | Fixed Basic | 10000 | 120000 |
| 2 | HRA | 4000 | 48000 |
| 3 | Provident fund | 1200 | 14400 |
| 4 | Personal Pay | 16133 | 193600 |
| 5 | Statutory Bonus | 2000 | 24000 |
| 6 | **Cost to Company | 33333 | 400000 |
| 7 | Performance Bonus* | | 75000 |

A. On confirmation, the compensation structure shall be revised as per norms applicable to employees in that grade.

* Performance Bonus will be paid out on a pro rated basis, based on your Performance rating at the end of your Training period.

** All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards. Basic pay and other components of pay] as mentioned in this Annexure.


Authorised Signatory

I accept

Signature of the Trainee

Fwd: Campus Recruitment | Square Yards | 2018

1 message

Ghanendra Saraswat <crc2.mn@its.edu.in>
To: CRC Executive Officer <crc.execoff@its.edu.in>

Thu, Mar 22, 2018 at 1:48 PM

Fyi

----- Forwarded message -----
From: Kritika Talwar <kritika.talwar@squareyards.in>
Date: Tue, 6 Mar 2018, 10:36 am
Subject: RE: Campus Recruitment | Square Yards | 2018
To: Ghanendra Saraswat <crc2.mn@its.edu.in>
Cc: Sreeja Nair <sreeja.nair@squareyards.co.in>

Dear Ghanendra,

Below is the list of shortlisted students, for final interaction with the principal partner of the organisation. Please suggest availability accordingly.

| Sr. No | Name | Contact No | Email ID | Location Preference |
|--------|--------------------|------------|--|---------------------|
| 1 | Atul Rustagi | 9582406351 | atulrustagi47@gmail.com | Noida |
| 2 | Alok Prakash | 9507190227 | alokprakash937@yahoo.com | Patna |
| 3 | Abhishek Kumar | 7361076465 | ak5662092@gmail.com | Patna |
| 4 | Sandeep Kumar Das | 9778873948 | sandeepkumara72@gmail.com | Bhuvneshwar |
| 5 | Ghanshyam Singh | 7536035002 | rahuljadoun@gmail.com | Noida/Agra |
| 6 | Munish Kumar | 9674123213 | singhmunish74@gmail.com | Patna |
| 7 | Akshay Kaushish | 7503796673 | kaushik.akshay1994@gmail.com | Ghaziabad |
| 8 | Konika Tyagi | 8882869698 | tyagikonika@gmail.com | Noida |
| 9 | Atul Kumar Jaiswal | 9716131663 | jaiswalatul945@gmail.com | Ranchi |
| 10 | Neha Srivastava | 7376523669 | nehanikkirisu@gmail.com | Varanasi |
| 11 | Priya Singh | 9643186185 | priyasingh6957@gmail.com | Ghaziabad |
| 12 | Swati Yadav | 9795539257 | swatiyadav659@gmail.com | Noida |


| | | | | |
|----|---------------------|------------|--|-----------|
| 13 | Annu Singh | 7896620919 | annusinghghy@gmail.com | Noida |
| 14 | Himanshu Sindhu | 9911993512 | himanshuchaudhary71@gmail.com | Ghaziabad |
| 15 | Kajal Soam | 9555867913 | soamkajal@gmail.com | Ghaziabad |
| 16 | Himanshu | 9899276460 | hubbyraj13@gmail.com | Ghaziabad |
| 17 | Brajesh Kumar Singh | 8922803583 | brajeshsingh889@gmail.com | Varanasi |
| 18 | Vaku Kumar Agarwal | 9068986707 | meetjaya123@gmail.com | Agra |

Best Regards,




Kritika Talwar
Associate Manager – Human Resource

Mobile: +91 9910147084

Email: Kritika.talwar@squareyards.in
Web: <http://www.squareyards.com>

 Inline image 1

Address: Plot #122, Sector 44, Gurgaon – 122003

 cid:image001.png@01D29C22.227BDE50
 cid:image002.png@01D29C22.227BDE50
 cid:image003.png@01D29C22.227BDE50

HONG KONG | SINGAPORE | MALAYSIA | UAE | **INDIA** | UK | AUSTRALIA | CANADA

From: Kritika Talwar [<mailto:kritika.talwar@squareyards.in>]
Sent: 24 February 2018 16:58
To: 'Ghanendra Saraswat' <crc2.mn@its.edu.in>
Cc: 'Sreeja Nair' <sreeja.nair@squareyards.co.in>
Subject: RE: Campus Recruitment | Square Yards | 2018

Dear Ghanendra,

Thank you so much for the input.



Hindustan Unilever Limited

Hindustan Unilever Limited
Unilever House
B D Sawant Marg
Chakala, Andheri East
Mumbai 400 099

Tel: +91 (22) 3983 0000
Web: www.hul.co.in

Dec 21, 2017

Abhishek Tripathi
Delhi

Dear Abhishek,

Thank you for expressing interest in a career with Unilever. With reference to your application and subsequent interview with us, we take pleasure in offering you an appointment with the Company on the following terms:

1. Your annual basic salary will be INR 184,076 (One Lakh Eighty Four Thousand and Seventy Six only). There are other benefits applicable to your position which are presented in the attached document.
2. You will join as Territory Sales Officer-OOH Vending, Delhi Regional Office, at Worklevel 1A. The company reserves the right to assign work to you in such other capacities and such places in India as it may decide from time to time.
3. You will be on probation for a period of 6 months but in the unlikely event of your unsatisfactory performance, the aforementioned period could be extended by the Company at its discretion.
4. On satisfactory completion of probation, you will be considered for confirmation with the Company.
5. Your employment with us is subject to medical clearance, our receiving satisfactory replies from the referees mentioned and verification of declaration/information provided by you in the personal details form including information in relation to your educational credentials, previous employment details etc.
6. You shall disclose details of criminal litigation, if any, pending against you or filed by you in relation to any past employment or otherwise. Based on such disclosure, HUL will be at full liberty to decide whether or not to proceed with the proposed employment of the Employee in HUL. Every instance where the Employee has made such a disclosure will be dealt with in accordance with the policy/rules laid down by the Company in this regard.



Hindustan Unilever Limited

7. Your appointment with us is subject to submission of documents in support of your application apart from references mentioned above. The salary credit date is 21st of every month. If your date of joining us is on or post 5th of the month, then your salary will be credited on the 21st of next month with arrears.

A letter of appointment will be handed over to you on the day of joining. May we request you to sign the same and hand it over for our records.

Welcome to Unilever.

Yours sincerely,

Divya Amarnath
HR Service Delivery Manager

Private & Confidential

HINDUSTAN UNILEVER LIMITED

Gross Compensation : Abhishek Tripathi

Work Level 1A

| I Fixed Cash Components | INR per annum |
|--|-------------------|
| Basic Salary: | 1,84,076 |
| House Rent Allowance (may vary basis actual location) | 1,80,000 |
| Supplementary Allowance* | 1,50,400 |
| Education allowance | 2,400 |
| Transport Allowance | 19,200 |
| Medical Allowance | 15,000 |
| Total Fixed Cash | 5,51,076 |
| II. Variable Cash Components | |
| Annual Bonus (At Target) | 28,992 |
| (10.50% of Annual Base Pay, where Base Pay = Basic Salary x 1.5) | |
| Sales Incentive (At Target) | 1,28,800 - 150000 |
| Total Variable Cash | 1,57,792 |
| Total Cash : Fixed + Variable | 7,08,868 |
| III. Retiral Benefits: | |
| Provident Fund (12% of Basic): | 22,089 |
| Superannuation (5% of Basic): | 9,204 |
| Total Retiral Benefit | 31,293 |
| Grand Total | 7,40,161 |
| <i>Gratuity as per Payment of Gratuity Act calculated as 15 days of basic salary for every completed year of service, subject to a maximum of INR 1,000,000 and a vesting criteria requiring completion of continuous service of 4 years and 190 days.</i> | |
| IV. Other Perquisites | |
| Medical as per Company Policy | |
| Company Accommodation or HRA as per Company Policy | |

Note :-

- All the above facilities are subject to the detailed rules and regulations of the Company, as may be applicable from time to time.
- i. The company reserves the right to review/amend its policies periodically.
- Any tax liability arising out of these allowances / perquisites / reimbursements, will be to the employees own account.
- The above remuneration package shall be applicable till further notification.

Approx - Rs 1,50,000/-
as TA/DA

75000/- mobile + Internet



I.T.S
The Education
Group

GHAZIABAD | Since 1995 | GREATER NOIDA

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

9

Fwd: Offer from Mywish Marketplace Pvt. Ltd. for the position of Assistant Relationship Officer !!

Sunidhi Kishor <sunidhi.kishor@wishfin.com>
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Thu, Jan 25, 2018 at 4:26 PM

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

From: **Sunidhi Kishor** <sunidhi.kishor@wishfin.com>

Date: Thu, Jan 25, 2018 at 1:13 PM

Subject: Re: Offer from Mywish Marketplace Pvt. Ltd. for the position of Assistant Relationship Officer !!

To: abhratanu6@gmail.com

Cc: crc2.mn@its.edu.in, ghanendra@its.edu.in

Dear Abhratanu,

Congratulations!!

It is my pleasure to extend the following offer of employment to you on behalf of Mywish Marketplaces Pvt. Ltd (Wishfin), further to the interview and discussions you have had with us. You are expected to join duty on February 01, 2018.

You are appointed to the position of Assistant Relationship Officer(ARO) and as an ARO, your starting annual remuneration(CTC) will be Rs. 4,19,386

Please find attached detailed compensation structure and kindly send me your acceptance by 26th January 2018 post that the offer will stand null and void.

Please feel free to reach in case if you have any queries

Thanks,

Sunidhi Kishor

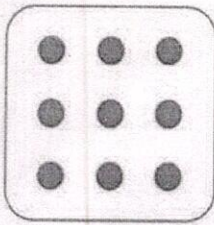
Talent Acquisition Manager

8588890393 | sunidhi.kishor@wishfin.com



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MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector – 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi – 110092

CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

ANNEXURE A – TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period of six (6) months from the Joining Date, post which a performance review will be conducted. The probation period may be extended at the discretion of the Company if your performance is evaluated as unsatisfactory. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. You will not be allowed to take any leave during probation period, however, you shall always be eligible for the holidays as per the Holiday Schedule of the Company.

Performance Bonus: Upon ascertainment of the amount of your performance bonus basis the performance review, the amount so ascertained shall be paid on semi-annual or annual basis upon completion of the Probationary Period.

Compensation Review: Your Compensation review will be conducted on successful completion of 1 year with the Company post completion of the probation period.

Leaves and Holidays: Upon successful completion of your probation period you shall be eligible for leaves as per the Leave Policy of the Company, such leaves shall be subject to prior approval of your Reporting Manager. You shall also be eligible for holidays as per the Holiday Schedule of the Company which shall be circulated from time to time.

Appearance: The Company expects you to maintain high level of physical fitness, personal grooming, appearance and etiquettes. The Company reserves the right to conduct a medical examination as and when considered necessary, by registered medical practitioner authorized by the Company.

Professional Ethics: During your employment with the Company, you will be required to deal with the Company's money, property documents and other proprietary material which shall be handled with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or proprietary material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this Offer Letter.

Prohibition from accepting gifts etc.: Accepting/receiving any presents, gifts, commissions, loans, advances or any sort of gratification of benefit from any person, party, firm or company having dealings with the company is not permitted. Similarly borrowing from customer, clients' other employees of the company, agencies and trade suppliers, contractors etc is also forbidden.

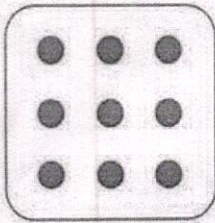
Statements to press / media: Any statement to be given to the press or media or contribution of any article to press or media without the prior permission of the Company is prohibited.

IT Security: While commencement of your service in the company, you are required to strictly adhere to IT security practice and procedure as prescribed by the Company from time to time.

Retirement: You would retire on completion of 60 years of age in accordance with the records available in the Company's record based on your declarations.

Notice Period to be given on Resignation / Termination of Service: Your employment is terminable, without reasons by either party; during the period of probation, by giving one month notice or one month's basic pay in lieu thereof. On confirmation of your employment with the Company, your services shall be terminable by giving three months' notice period or three months' basic pay in lieu thereof. The Company reserves the right to recover your salary in lieu of any shortfall in the notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period in lieu of payment of the balance salary.

Abandonment of Services: In the event of absenteeism without sanctioned leave for a period of 7 consecutive days (including weekly offs and holidays) It will be assumed that you have voluntarily abandoned your employment without giving notice or payment of pay in lieu thereof.



MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector – 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi – 110092

CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

Termination without compensation: Notwithstanding anything contained in this Offer Letter, your employment is liable to be terminated without notice and without payment of notice pay:

- A. If you fail, refuse or neglect to carry out any duty or duties assigned to you by the company.
- B. If you are found guilty of any fraud, insubordination or misconduct whether in the course of performance of your duties or otherwise.
- C. If you are found unfit to be entrusted with responsible work commensurable with your position, of any misconduct, moral turpitude etc.
- D. For loss of confidence in you by the company due to act of commission or omission on your part.
- E. If you commit any breach of any of the terms and conditions of this Offer Letter.

Tax Liability: The liability of all taxes which become applicable upon you as per the tax laws of the country during your employment with the Company shall solely be borne by you.

Confidentiality of Information: During your employment and for a period of three (3) years thereafter, you shall not to divulge to any third person, any confidential information which would impair the image and business of the Company. For the purpose of this clause, confidential information includes knowledge repository, reports, technology, expertise, R&D activities or any business plans of the Company.. In case it is established that the confidential information is passed on or disclosed in any manner the Company will have the right to terminate your services without assigning any reason and without any compensation thereof and shall also be authorized to recover all damages suffered by the Company from you, if any.

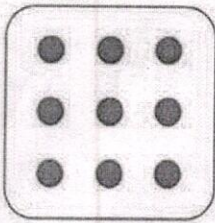
Confidentiality of Salary Information:

- a. Your salary package is based on, besides your overall experience level in Digital Marketing Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the Digital Marketing Industry, may be unrealistic and misleading.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your Reporting Manager.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and must not discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with the clients of the Company.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company. Or engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in this Offer Letter.

Inventions / Innovations Rights: The Company reserves its right of ownership on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you agree that you will not have any claims on the said innovations / discoveries, etc. The product also comprises the knowledge repository/ artifacts produced during your stay within the organization.

Transfer of Works, Inventions and Trade Secrets Rights: As a consequence of the direct, indirect, implicit or explicit tasks that you will perform during your employment with the Company, as well as under the concrete instructions received from the Company and / or under the Company's policies and practices, you recognize that the activities can imply, as your own initiative or as the Company's initiative to develop Works, Inventions and Trade Secrets. In this scenario, you understand that the Company will provide you with the required means for such purposes. In addition to the aforesaid, you understand that you will have access to Company's proprietary information and, therefore, you will



MYWISH MARKETPLACES PRIVATE LIMITED

Corporate Office : E-30, Ground Floor, Sector – 8, Noida 201301.

Registered Office : BMS Business Centre, 2, Gujarat Vihar, Vikas Marg,
New Delhi – 110092

CIN : U74140DL2015PTC286052

Phone Number : 0120-4166442, 0120-4215026

acquire knowledge to which you would not have had access without having been employed by the Company.

By means of this Offer Letter, and in consideration to the benefits and remuneration received under your employment, you shall transfer to the Company, the title of all the Works, Inventions and Trade Secrets Rights that you may make, create, develop or discover during the term of your employment to the maximum extent permitted by applicable Laws in India and the entire world. The transfer is made on a permanent and exclusive basis; this implies the right to transfer and licence the Works, Inventions and Trade Secrets rights to third parties, worldwide, and during the entire period of protection established by the Law to the right in question.

It is understood that the transfer is made for any purpose, use, shape, media, procedure or system of the Works, Inventions or Trade Secrets exploitation, including analog and digital media.

You further agree that the above assignment of Works, Inventions and Trade Secrets rights, shall not revert back or be deemed to lapse, even if the Company or its successors or assigns do not use or exploit the same within 1 year of such transfer.

For the purposes of this clause:

"Industrial and Intellectual Property Rights" means any rights recognised under intellectual property Laws (authorship rights, related rights and any other sui generis rights), as well as any rights recognised in Industrial Property legislation (patents, brands, utility models, industrial and/or artistic sketches and models, topographies of semi-conducting products and any other similar rights);

"Works, Inventions and Trade Secrets" shall include any the creations and other objects and services that can be protected by the Laws of intellectual property, industrial property, and Laws applicable to know-how.

Deputation: Although your initial place of work is nominated as New Delhi Capital Region, you may be deputed to work at any one of the other locations of the Company, or any of their client sites globally, as and when considered necessary, solely at the discretion of the Management.

Non Solicitation: During the term of your employment with the Company and for a period of 3 (three) years thereafter you shall will not, except through a public advertisement, directly or indirectly, solicit, offer for hire, hire for employment or work with, on a part-time, full-time or any other basis, other than on behalf of the Company.

Dispute Resolution: In the event of any dispute arising out of this Offer Letter, the dispute shall be resolved amicably within thirty (30) days from the date of dispute. However, any unresolved dispute may be referred for arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and any rules and/or amendments made thereto. The arbitration award shall be final and binding on both the Parties. The seat and venue for arbitration shall be Noida, Uttar Pradesh, India and the cost of arbitration shall be borne equally by the parties.

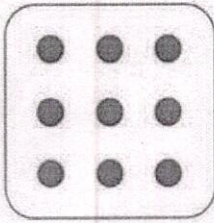
Governing Law: This Offer Letter shall be governed by the laws of India. The courts at Noida, Uttar Pradesh shall have the exclusive jurisdiction over all disputes or claims arising out of this Offer Letter.

I accept the above terms and conditions of service.

Name: Ms. Swapna Dey

Date: 25.01.18

Signature: _____



MYWISH MARKETPLACES PRIVATE LIMITED

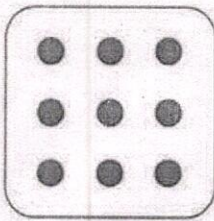
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| Annexure-Salary Structure | | |
|--|----------------|-----------------|
| DESIGNATION: Assistant Relationship Officer (w.e.f. the Joining date i.e. 1 st of February'2018) | | |
| Salary Components | Monthly In Rs. | Annual In Rs. |
| Basic Salary | 8,500 | 1,02,00 |
| HRA | 4,250 | 51,000 |
| Medical Allowance | 1,250 | 15,000 |
| Conveyance Allowance | 1,600 | 19,200 |
| Leave Travel Allowance | 2,125 | 25,500 |
| Special allowance | 3,295 | 39,530 |
| Total | 21,020 | 2,52,240 |
| Less P.F. | 1,020 | 12,240 |
| Less ESIC. | 0 | 0 |
| Net in hand | 20,000 | 2,40,000 |
| Retirals | | |
| Gratuity | 409 | 4,906 |
| Employer's Contribution in P.F. | 1,020 | 12,240 |
| | | |
| Performance Based Variables | | 1,50,000 |
| (To be given as per company policy) | | |
| Cost to Company | 22,449 | 4,19,386 |
| Note: Any Personal Tax liability arising out of compensation will be borne solely by the employee. CTC includes the provision of gratuity as well which is to be paid as per company policies and practices. | | |
| Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR. | | |



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ANNEXURE C – GENERAL INFORMATION

List of Documents/Xerox copies of which are to be submitted at the time of joining:

| S. No. | Description | Submitted (Y/N) |
|--------|--|-----------------|
| 1 | Signed copy of the Offer Letter | |
| 2 | Proofs for educational qualification: Passing Certificates of your Diploma / Bachelor's Degree / Master's Degree / professional courses | |
| 3 | Mark Sheets: Mark sheets of all semesters (In case of multiple attempts the mark sheets of all attempts must be provided). | |
| 4 | Copy of Latest Salary Slip/Salary Certificate/Appointment Letter | |
| 5 | Experience Certificate: Please submit an experience letter from your former employer indicating: ·1 Total years of experience ·2 Name and duration of project(s) ·3 Brief description of project(s) ·4 Your role in the project(s) | |
| 6 | Relieving letter from your former employer or a signed resignation letter | |
| 7 | Passport | |
| 8 | Three passport size photographs | |
| 9 | Income Tax Deductions Certificate from previous employer | |

Note: Originals of items 2-7 should be presented for verification at the time of joining. These will be returned to the employee immediately after verification.

**PARLE BISCUITS PVT. LTD.**

MR. ADITYA CHAUDHARY
B-903, EXOTICA EASTERN COURT
CROSSING REPUBLIK
NH-24 GHAZIBAD
UP-201016
MOB: 09718704492

28/03/2018

Dear Sir,

This is in reference to the recently held interview with us for SALES OFFICER position, we are glad to inform you that we have selected your candidature for the same assignment.

Please report for duty on 2/04/2018 at 9.30 am along with the attached list of documents to Mr. Ranu Jain- Regional Sales Manager at Parle Biscuits Pvt Ltd, 106/206, Parkaj Plaza Local Shopping Centre Kalkaji, New Delhi 110019. It is important to note that submission of attached list of documents is mandatory at the time of joining, failing on which your reporting for joining will not be considered and the given offer letter will be withdrawn.

This offer stands withdrawn in case not reported on the scheduled day, which please be noted. Terms and conditions of the employment and the details of the territory assigned to you will be furnished on the day of joining.

We hereby welcome you in the "HOUSE OF PARLE" and wish you a long and fruitful association with the company.

For PARLE BISCUITS PVT. LTD.

JPS BAKSHI

Authorised signatory

Enclosure: CTC & list of documents

2018-4-2 21:56

Parle Biscuits Pvt Ltd - Delhi

SALES OFFICER

Position
Date of Joining
IQ

Our offer / Package

| Heads | Monthly (in Rs) | |
|--------------------------|-----------------|----------------------|
| Basic | 15200 | |
| Adhoc Personal Allowance | 1228 | |
| Bonus | 1812 | |
| House Rent Allowance | 4500 | |
| Conveyance Allowance | 1600 | |
| Field Allowance | 2900 | |
| Medical Allowance | 0 | |
| Education Allowance | 650 | |
| Leave Travel Allowance | 1370 | |
| Provident Fund | 1824 | |
| Holiday Resorts | 500 | |
| Kit Allowance | 500 | |
| Mobile | 1250 | |
| Incentive | 3000 | |
| Total | 36334 | 4.36 Lakhs per annum |

4.36 + 1.80
= 6.16 LPA

List of documents required at the time of joining

- 1) Signed Curriculum vitae
- 2) Copy of educational certificates of highest three levels
- 3) Relieving letter from previous employer (in case you failed to get relieving letter because of internal issues then submit the same after 21 days from joining. In this case your joining with us will be determined once you submit resignation acceptance from your previous employer)
- 4) Salary Slip (last 3 Months)
- 5) Six Passport size photographs
- 6) Copy of address proof
- 7) Xerox copy of PAN & Aadhar

2018-4-2 21:58