

Sample Placement Offer Letters

YEAR 2016-17						
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	2017	AATIR HASNAIN	9540018338	MBA	Securex	2.4
2	2017	ABHISHAK TYAGI	8512890949	MBA	Bisleri	3
3	2017	ABHISHEK KUMAR	9540280328	MBA	Reliance Capital	4.3
4	2017	ADITYA GARG	8532952020	MBA	Reliance Capital	4.3
5	2017	ADITYA TYAGI	7838126494	MBA	Ultratech	3.25
6	2017	AJIT KUMAR PARIDA	9971252208	MBA	Ultratech	3.25
7	2017	AKANSHA TYAGI	9634024540	MBA	Bajaj Allianz	3.4
8	2017	AMAN PRATAP SINGH	8808050857	MBA	Securex	2.4
9	2017	AMIT KUMAR	8873432988	MBA	Crystal Hues	2.4
10	2017	AMRITA SALUJA	7897937982	MBA	BookMyforex.com	3

YEAR 2016-17						
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	2017	Aastha	7533014380	MCA	Eazy Business Solutions	1.8
2	2017	Abhinav Rajeev Massey	9811848633	MCA	Synergy Software Ltd.	1.9
3	2017	Abhishek Gupta	9286077660	MCA	CBS Pvt. Ltd.	1.44
4	2017	Abhishek Sonik	8377852923	MCA	Ayana Housing Pvt. Ltd.	1.8
5	2017	Ambika Butola	9540358276	MCA	Eko India Financial Services Pvt. Ltd.	1.8

YEAR 2016-17						
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	2017	AANCHAL GROVER	7836808085	PGDM	Spectrum	3.5
2	2017	AARTI CHAUDHARY	8650649893	PGDM	Deal4Loans	8.5
3	2017	ABHISHEK CHAUDHARY	8527118289	PGDM	Zydex Industries	8.75
4	2017	ABHISHEK DAS	8860893097	PGDM	Mondelez Cadburys	16.5
5	2017	ABHISHEK KUMAR (AK)	9456905810	PGDM	Bisleri	5.25
6	2017	ABHISHEK KUMAR (SS)	7870941948	PGDM	Zydex Industries	8.75
7	2017	ADITYA KUMAR MISHRA	7523946921	PGDM	Sargam	5
8	2017	AKHILESH SHARMA	9871826844	PGDM	Cengres	3.5
9	2017	AKSHAY GUPTA	9999843891	PGDM	Prognosys	4.5
10	2017	AMAAN SIDDIQUI	9911435388	PGDM	Sargam	5

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

Fwd: Offer Letters

1 message

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

Tue, May 16, 2017 at 2:38 PM

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

From: **Anand Nalwa** <anand@securx.in>
Date: Thu, Apr 20, 2017 at 4:28 PM
Subject: Offer Letters
To: crchead.mn@its.edu.in

Dear Durba,

This is with reference to the personal interviews of following candidates with us, we are pleased to offer them following positions based out of our Delhi office.

Name	Designation	CTC
Radhika	Marketing Manager	2.4 lakhs per annum
Aman Pratap Singh	Sales Manager	2.4 lakhs per annum
Shashank Tyagi	Sales Manager	2.4 lakhs per annum
Aatir Hasnain	Sales Manager	2.4 lakhs per annum
Kanchan Pawar	Sales Manager	2.4 lakhs per annum

They are expected to join on 24th April 2017. Formal offer letters shall be issued on the date of joining.

Kindly inform them to furnish the following at the time of joining

1. 2 Passport Size photographs
2. Educational Qualification Certificates
3. Address Proof
4. Photo ID
5. 2 References

Regards

Anand Nalwa
+91 8800895800

Fwd: Offer Letter

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

Tue, May 30, 2017 at 12:07 PM

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

From: **Badshah Saha** <badshah.saha@bisleri.co.in>
Date: Fri, May 26, 2017 at 3:54 PM
Subject: Offer Letter
To: Durba Roy ITS MN <crchead.mn@its.edu.in>
Cc: Avantika Dwivedi <Avantika@bisleri.co.in>

Dear ma'am,

Greetings!

We are pleased to inform you that Abhishek Tyagi from ITS Ghaziabad has been selected for the role of "Sales Officer" in Bisleri International Pvt. Ltd.

Below is the compensation package:

(61)

Bisleri International Pvt. Ltd. Delhi		
Name :	Abhishek Tyagi	
Department:	Sales	
Designation:	SO	
Grade:	M-8	
Location:	Meerut	
DOJ:	07-06-17	
COMPENSATION STRUCTURE		
Salary Heads		
	Per Month	Per Annum
Monthly Components :		
Basic Pay	5425	65100
house rent allowance@ 40%	2170	26040
Conveyance Allowance	800	9600
Education Allowance	200	2400
Medical Reimbursement	750	9000
Mobile Allowance	500	6000
Other Allowances	5750	69000
Total Per Month	15595	187140
Annual Components :		
L. T. A.	452	5425
Bonus / Exgratia	452	5425
Total Annual Components :	904	10850
Statutory Components :		
P.F. @ 12% of Basic Pay	651	7812
*Gratuity @ 4.81% of Basic Pay	261	3131
Total Statutory Components :	912	10943
Total Cost to Company	17411	208933

Request you to confirm the joining date (as mentioned above) and provide offer of acceptance on mail.

Rest of the details will be provided during the time of joining.

Kind Regards,

Badshah Saha

Management Trainee – Human Resource

Mobile : +91-8106375714

Bisleri International Pvt. Ltd.

19/1 A, Site 4, Industrial Area, Sahibabad, Ghaziabad, Uttar Pradesh 201010

Offer Letter

Badshah Saha <badshah.saha@bisleri.co.in>
To: Durba Roy ITS MN <crchead.mn@its.edu.in>
Cc: Avantika Dwivedi <Avantika@bisleri.co.in>

Fri, May 26, 2017 at 4:00 PM

Dear ma'am,

Greetings!

We are pleased to inform you that Abhishek Kumar from ITS Ghaziabad has been selected for the role of "Sales Officer" in Bisleri International Pvt. Ltd.

Below is the compensation package:

Bisleri International Pvt. Ltd. Delhi		
Name:	Abhishek Kumar	
Department:	Sales	
Designation:	SO	
Grade:	M-8	
Location:	Gorakhpur	
DOJ:	01-06-17	
COMPENSATION STRUCTURE		
Salary Heads		
	Per Month	Per Annum
Monthly Components :		
Basic Pay	5425	65100
house rent allowance@ 40%	2170	26040
Conveyance Allowance	800	9600
Education Allowance	200	2400
Medical Reimbursement	750	9000
Mobile Allowance	500	6000
Other Allowances	5750	69000
Total Per Month	15595	187140
Annual Components :		
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Total Statutory Components :	912	10943
Total Cost to Company	17411	208933

Request you to confirm the joining date (as mentioned above) and provide offer of acceptance on mail.

Rest of the details will be provided during the time of joining.

Kind Regards,

Badshah Saha

Management Trainee - Human Resource

Mobile : +91-8106375714

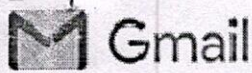
Bisleri International Pvt. Ltd.

19/1 A, Site 4, Industrial Area, Sahibabad, Ghaziabad, Uttar Pradesh 201010

Bisleri
The sweet taste of purity

Visit us at: www.bisleri.com

Bisleri International Pvt Ltd, Mumbai, India



Offer Of Employment - ABHISHEK KUMAR

RCFL talentaquisition <rcfl.talentaquisition@relianceada.com>

To: AKUNA672@GMAIL.COM

Wed, Jun 28, 2017 at 8:30 PM

Cc: Uday Kiran Poodipeddi/RHF/Human Resources <Uday.Kiran@relianceada.com>, Himojyoti Sengupta/RHF/Human Resources <Himoyoti.Sengupta@relianceada.com>, Sarita Athwani/RCF/Human Resources <sarita.athwani@relianceada.com>, Subhasish Maji <Subhasish.Maji@relianceada.com>, Pratiksha Gondhali <Pratiksha.Gondhali@relianceada.com>

OFFER OF EMPLOYMENT

Strictly Private & Confidential

Date: 28-June- 2017

ABHISHEK KUMAR

Address : Delhi

Dear ABHISHEK KUMAR,

With reference to your candidature for a suitable career opportunity in our organization and our subsequent discussions, we are pleased to make you an offer of employment on the following terms and conditions:

1. Annual Fixed Cost to Company (3,50,000/-) - (Rs. Three Lakhs Fifty Thousand Only)
2. Performance Linked Variable Pay – As per Company Policy
3. Designation – Branch Sales Manager - S&D - Auto
4. Location – Delhi
5. Grade – IL-5 (Assistant Manager)
6. Next Cycle for Increments – April' 2018
7. Next Cycle for Variable Pay – April' 2018
8. System Facility – Desktop
9. Official Traveling Reimbursements (Intra / Inter City) - As per HR policy
10. Joining Date – 29-June-2017 or earlier at Delhi Office before 1000 hrs failing which the offer would stand cancelled.
11. Probation / Employment – Please be informed that your probation and continuity of employment is subject to your successful completion of Master's degree. To that effect, you would be required to submit a provisional / final certificate from the institute before 30th July 2017, stating successful completion of course and clearance in all the exams, failing which your services would be discontinued.
12. Benefits for you -

Employee Home Loan Policy

- As an employee, you would be eligible for a home loan under the "Employee Home Loan Policy" from Reliance Home Finance at a special rate of 6.99%.

Employee Car Lease Policy.

- As an employee, you would be eligible for a car lease policy of the company
- Availing of this benefit will only help you in Lower EMI's, Greater Tax Benefits and Flexible Lease Tenures, Zero Liability on Foreclosure, Flexibility to close existing lease and opt for a new car at any time.

Fuel and Maintenance

*You would be eligible for Fuel and Maintenance which would be a part of your Cost to Company and is only designed to benefit you from Tax. However this is an optional head in your Cost to Company and is only applicable if you choose it. (*Conditions Apply and as per the policy)

Vehicles Running and Maintenance (Rs. Lacs per annum)					
			Sub Limits		
Levels	Vehicles Category	Gross Entitlement	Maintenance (Incl. Insurance)	Interest on Car Loans	Driver's Wages
IL- 5	4 Wheeler	1.2	0.24	0.36	N.A
	2 Wheeler	0.72	0.12	0.12	N.A

Employee Health Checkup Scheme.

- To help our employees maintain a healthy lifestyle, we have partnered with Medi Assist Healthtree Services (MAHS) for a company sponsored check up.
- Employee above 40 years of age can avail a cashless facility and get a health checkup done for self and their spouse along with their Spouse.

Employee Mobile Usage Policy.

* The Mobile Usage limits for Monthly basis are as follow :

Grade	Limits (Per Month)
IL- 5	Rs. 750

Group Mediciam PolicyEmployee Cover :

- You would be eligible for mediclaim under the "Group Mediciam Policy".

Grade	Base Sum Insured	Critical Illness Cover
IL- 5	2,00,000	4,00,000

Parents and In-Laws Cover:

1. *You can also cover your parents and in-laws and per the options mentioned below (* Conditions Apply and as per the policy)

Option	Coverage
Option 1	2,00,000
Option 2	4,00,000
Option 3	6,00,000

Group Personal Accident Policy

Please find below the cover applicable to you under the Group Personal Accident Policy. The policy covers:

- Permanent Total Disability
- Permanent Partial Disability
- Temporary Total Disability

Level	Sum Insured
IL- 5	Rs. 25,00,000

Group Term Insurance Policy

You would also be covered under the group term insurance policy and the cover for which is Rs. 25,00,000 only.

12. **Referral Bonus – Congratulations!!** As a special scheme, you shall be entitled to a referral bonus under “Get-A-Pal”, our employee referral policy, with immediate effect. Below are the conditions applicable for the same:

- All referrals must come from your personal contacts/ network and not through any Recruitment agency.
- Please ensure that the referred candidate has a clear track record in terms of integrity.
- Any person, having direct or indirect influence to the position will not be rewarded i.e. the Superior Officer to that position or his Superior (2 levels higher to that position).
- If the resume of the referred candidate is a part of our data bank, the referral will not be considered.
- If more than one person refers a candidate, the first referral received will be acknowledged.
- The referrer (i.e. You) would get the referral bonus, provided the referred candidate is selected and joins the company. Irrespective of your employment status with us, you will still be eligible for the referral award as per the grid below. The reward applicable to you would be dependent on the grade in which the referred candidate gets selected. Below are the grade details:

Grade of candidate who is referred and selected	Reward amount payable to referrer (i.e. You)
IL-5	Rs. 15000/-
IL-4	Rs. 20000/-
IL-3	Rs. 25000/-

- Referral Rewards will be processed subject to Income Tax rules & regulations as applicable.
- The reward will be paid upon the referee joining & completing 3 months in the company. The referee must be an active employee and should not have resigned or serving notice period during the said 3 months.
- We would need a copy of your pan card, address proof and a cancelled cheque for creating a payment code against your name. All get a pal reimbursements due to you would be done against this code.
- While referring a candidate, please mention your PAN card number in the subject line along with the name of the candidate being referred.
- Please mark all your references to rcfrhf.careers@relianceada.com

Thank you and we sincerely look forward to a long term association with you. Keep referring!!

This is only an offer and not an appointment order. A formal appointment order will be issued to you on the date of joining. Reliance Commercial Finance Ltd reserves the right to withdraw this offer in the event of an adverse finding during the reference check in your respect and pertaining to the disclosures in your resume/testimonials or willful concealment of facts/information which in the estimation of the company would affect your candidature.

Please confirm acceptance of the same by return mail by **28-June-2017**.

We look forward to welcoming you to the organization!

You are requested to carry original as well as copies of following documents at the time of joining even if you have submitted the same earlier. In case of any missing documents the joining will not be considered.

1. Self Attested photocopies of all degrees / certificates in support of the educational / professional qualifications declared by you starting from Class Xth (SSC)
2. Birth-date Proof – Self attested photocopy of Birth Certificate or PAN Card or Driving License or Passport or Voter ID Card or School Leaving Certificate
3. Identity Proof – Self attested photocopy of Driving license or Passport Copy
4. Photocopy of **PAN card and Aadhar Card (Mandatory)**
5. Relieving letter of the previous Employer
6. Last Pay-Slip (If not submitted before)
7. A cancelled cheque (If you hold an account with HDFC Bank, and would like to continue with the same as the corporate salary account with us)
8. Provident fund / Superannuation Account details (In case the account needs to be transferred)
9. 8 Passport Size Photographs in Navy Blue Background
10. If you propose to opt for reimbursement of Fuel & Maintenance expenses - Registration Papers of the four wheeler showing your ownership

Regards,
Himoyoti Sengupta
(HR Business Partner - North)

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2017-6-28

Gmail - Offer Of Employment - Aditya Garg

10



aditya garg <adigarg1000@gmail.com>

Offer Of Employment - Aditya Garg

RCFL talentaquisition <rcfl.talentaquisition@relianceada.com>

Wed, Jun 28, 2017 at 8:30 PM

To: "adigarg1000@gmail.com" <adigarg1000@gmail.com>

Cc: Uday Kiran Poodipeddi/RHF/Human Resources <Uday.Kiran@relianceada.com>, Himojyoti Sengupta/RHF/Human Resources <Himojyoti.Sengupta@relianceada.com>, Sarita Athwani/RCF/Human Resources <sarita.athwani@relianceada.com>, Subhasish Maji <Subhasish.Maji@relianceada.com>, Pratiksha Gondhali <Pratiksha.Gondhali@relianceada.com>

OFFER OF EMPLOYMENT

Strictly Private & Confidential

Date: 28-June- 2017

Aditya Garg

Address :

Delhi

Dear Aditya,

With reference to your candidature for a suitable career opportunity in our organization and our subsequent discussions, we are pleased to make you an offer of employment on the following terms and conditions:

1. Annual Fixed Cost to Company (3,50,000/-) - (Rs. Three Lakhs Fifty Thousand Only)
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3. Designation – Branch Sales Manager - S&D - Auto
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12. Benefits for you -

2017-6-28

Gmail - Offer Of Employment - Aditya Garg

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IL-3	Rs. 25000/-

- Referral Rewards will be processed subject to Income Tax rules & regulations as applicable.
- The reward will be paid upon the referee joining & completing 3 months in the company. The referee must be an active employee and should not have resigned or serving notice period during the said 3 months.
- We would need a copy of your pan card, address proof and a cancelled cheque for creating a payment code against your name. All get a pal reimbursements due to you would be done against this code.
- While referring a candidate, please mention your PAN card number in the subject line along with the name of the candidate being referred.
- Please mark all your references to rcfrhf.careers@relianceada.com

2017-6-28

Gmail - Offer Of Employment - Aditya Garg

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2. Birth-date Proof – Self attested photocopy of Birth Certificate or PAN Card or Driving License or Passport or Voter I Card or School Leaving Certificate
3. Identity Proof – Self attested photocopy of Driving license or Passport Copy
4. Photocopy of **PAN card** and **Aadhar Card (Mandatory)**
5. Relieving letter of the previous Employer
6. Last Pay-Slip (If not submitted before)
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8. Provident fund / Superannuation Account details (In case the account needs to be transferred)
9. 8 Passport Size Photographs in Navy Blue Background
10. If you propose to opt for reimbursement of Fuel& Maintenance expenses - Registration Papers of the four wheeler showing your ownership

Regards,
Himoyoti Sengupta
(HR Business Partner - North)

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 **Stack Sheet - RCF - Aditya Garg.pdf**
29K View as HTML Download



Fwd: Shortlisting of candidates - ITS

1 message

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

Thu, Sep 7, 2017 at 12:26 PM

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

From: **Bharat Agarwal** <bharat.agarwal@adityabirla.com>
Date: Sat, Jul 29, 2017 at 1:15 PM
Subject: Fwd: Shortlisting of candidates - ITS
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Dear Mam,
Please find attached Shortlisted candidates.

Regards,
Bharat Agarwal
9718990093
Bharat.agarwal@adityabirla.com
UltraTech Cement Ltd.

From: Deepak Pruthy
Sent: Saturday, 29 July, 1:11 PM
Subject: Shortlisting of candidates - ITS
To: Bharat Agarwal

The list is as per priority:-

1. Nitish Rai
2. Aditya Tyagi
3. Kapil Verma
4. Ajit Parida

Regards

Deepak Pruthy

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Fwd: Shortlisting of candidates - ITS

1 message

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

Thu, Sep 7, 2017 at 12:26 PM

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

From: **Bharat Agarwal** <bharat.agarwal@adityabirla.com>
Date: Sat, Jul 29, 2017 at 1:15 PM
Subject: Fwd: Shortlisting of candidates - ITS
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Dear Mam,
Please find attached Shortlisted candidates.

Regards,
Bharat Agarwal
9718990093
Bharat.agarwal@adityabirla.com
UltraTech Cement Ltd.

From: Deepak Pruthy
Sent: Saturday, 29 July, 1:11 PM
Subject: Shortlisting of candidates - ITS
To: Bharat Agarwal

The list is as per priority:-

1. Nitish Rai
2. Aditya Tyagi
3. Kapil Verma
4. Ajit Parida

Regards

Deepak Pruthy

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Bajaj Allianz Life Insurance Co. Ltd.



Reference Code:
JUN17/L1-B/Central/SABFL/0706201794160

Date:13-Jun-2017

Ms. Akansha Tyagi
Asha Sadan#
Opp. Samrat Cinema Wahid Nagar
Najibabad
Dist Bijnor
246763

Strictly Confidential

Dear Akansha Tyagi

This has reference to your application and subsequent discussions. We are pleased to offer you the post of '**Relationship Manager**' in Grade '**L1-B**' at Bajaj Allianz Life Insurance Company Limited, as detailed in this letter. You are directed to report for duties on or before **28-Jul-2017**. In case if you fail to join duties on or before the stipulated date, this offer shall automatically stand withdrawn, and shall cease to exist. The Company, may, at its sole discretion, extend the period in writing.

1. Location

You shall be based at '**Dehradun**' and you shall report to your senior designated person assigned to you as your reporting authority and work under his/her guidance and supervision.

2. Transfer

The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable at short notice, to any department or to any Office, Branch, Division of this Company or in any subsidiary of this Company or a group or affiliate Company or your services may be seconded / deputed to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment 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.

3. Compensation Package

Your compensation package will be as detailed in **Annexure A**. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

If entitled, you shall become a member of Provident Fund and Employees Pension Scheme and other applicable Employee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time. If you were subscribing to the Employees Provident Fund and Family Pension Scheme or Employees Pension Scheme in your previous employment, 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 and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company, 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.

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5. Medical Fitness

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

6. Background Checks:

Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representatives and/or officials shall be entitled to conduct reference and background check from all the requisite sources including all your previous employer/s or references given by you and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you the Company shall have full right and authority to terminate your services and take such further action as deemed necessary in the interest of the Company.

7. Probation

You shall be on Probation for a period of Six months; the period of probation may be extended further if necessary in writing. You shall be deemed to be on probation till you are issued a written order of Confirmation. The decision of the Company with regard to the extension of the probation shall be final and binding. Your confirmation in the service of the Company after the probation period will depend on your performance and conduct being as per the norms of the Company. The decision of the Company with regards to the extension of probation, confirmation or otherwise shall be final and binding.

8. Retirement

The normal age of your retirement shall be 58 years and accordingly it is the condition of employment 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 sole discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

9. Leave

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

10. 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 compensation 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.

You shall at all times comply with the terms and conditions as laid down in Insurance Act, 1938, and observe the rules, regulations, circulars, code of conduct, etc laid down by Insurance Regulatory and Development Authority (IRDA) from time to time.

11. Termination:**a) During Probation :**

It is understood and agreed that this engagement during probation may be terminated by either party by giving to the other at anytime, notice in writing of 1 Month. The termination shall take effect at the end of such notice period.

Termination during probation with immediate effect may be made by either party by paying to the other an amount equivalent to 1 Month. of Gross Salary in lieu of notice.

b) After Confirmation :

It is understood and agreed that this engagement may be terminated by either party by giving to the other at anytime, notice in writing of 3 Months. The termination shall take effect at the end of such notice period. Termination with immediate effect may be made by either party by paying to the other an amount equivalent to 3 Months of Gross Salary in Lieu of notice.

c) In the event the termination with notice is at the instance of the employee, then the company may at its sole discretion relieve the employee on any date during the notice period by waiving notice period in full or part by paying the employee gross salary for the notice period waived.

d) At the sole discretion of the Company your services are liable to be terminated without any notice or salary in lieu thereof in the event of breach of the terms and conditions of this letter and the annexure thereto, including refusal of Transfer or you being involvement in violation of any of the Company's Rules, Policies, Service Regulations, Code of Conduct, or any offence which may or may not be directly connected with the business of the Company and for such act the Company shall not be held liable under any circumstances and provision. The Company shall also be entitled to terminate your services with immediate effect in the event any or your actions/ inactions bring bad name and/or disrepute to the Company.

e) The services of an employee shall also be terminated as per the clause 25 herein below.

12. Code of Conduct, and Rules/ Regulations/Policies of the Company.

You shall at all times during your service tenure with the Company, comply with the service regulations, code of conduct and all the policies, regulations and guidelines issued by the Company, presently applicable on the employees of Bajaj Allianz Life Insurance Company Limited, and as amended and/or communication from time to time.

13. Relationship with Directors

You will declare your relationship, if any, with any of the Directors of the Company in terms of Section 6 of The Companies Act 1956. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of your becoming so.

14. Confidential Information

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,

services 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.

You hereby agree that you will not, at any time during or after your employment 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.

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.

Unauthorized disclosure and use of confidential information constitutes a serious misconduct and 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 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.

15. Intellectual property

All Works developed by you during the course of your employment 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 compensation 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.

16. Proprietary Rights

Any product including but not limited to all information, reports, studies, software (including source codes, object codes and executables), flow charts, diagrams and other tangible and intangible material of any nature whatsoever produced by or as a result of any of the services rendered by you shall be the sole and exclusive property of the Company. In furtherance thereof, you hereby irrevocably grant, assign, transfers to the Company all rights, title and interest of any kind, in and to any such product produced by you, severally or individually, whilst in employment with the Company. After the determination of your services, you shall not be entitled to make any use of any of the said materials except as may be expressly permitted in writing by the Company.

17. Advertisement

You shall not use or caused to be used the name and/or trademark/logo of the Company, its group companies, subsidiaries or associates in any sales or marketing publication or advertisement, or in any other manner without prior written consent of Company. During the tenure of your service and after determination thereof, you shall not publish or cause to be published in any media, print, web or electronic, any advertisement concerning the Company or its products without the prior written approval of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be pre-approved in writing by the Company.

You shall not distribute any circular or writing concerning the Company without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDA (Insurance Advertisement and Disclosures) Regulations, 2000 and any amendments thereof. If any law suit or action shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representatives in any media, print or electronic or in any other form or for such action caused by you, strict action shall be taken against you including recovery of all costs, loss or damages arising there from.

18. 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, during your service tenure and after determination of your services. Such indemnity shall not prejudice the right of the Company to terminate your services on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

19. 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 employment 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.

20. Amendment

Unless otherwise stated expressly, this Agreement shall only be modified or amended only by an instrument in writing duly issued by the Company.

21. 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.

22. Governing Laws, Arbitration and Jurisdiction

The provisions of this Agreement shall be governed by and construed in accordance with Indian law.

Any dispute, controversy or claims arising out of or relating to this Agreement, shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitral tribunal shall be composed of a sole arbitrator to be appointed by the Company, and the place of arbitration shall be at Pune. The rights and obligations of the Parties under, or pursuant to, this Clause, including the arbitration agreement in this Clause, shall be under the exclusive jurisdiction of the courts located at Pune.

23. Department Specific Terms and Conditions

You shall be governed by the norms, terms and conditions, as per your job requirements, which shall be assigned to you on time to time by the Company and the same shall be deemed to be an integral part of this agreement.

24. Other Terms and Conditions

- a) During your employment, you will be subject to the service Rules regulations applicable from time to time.
- b) The terms and conditions contained herein, and of the Annexure hereto 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 employment.
- 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 employment 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, occupation or profession whatsoever. You will devote your whole time and attention to your duties with us.
- e) You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- f) You shall not appoint or cause to appoint any of your direct or indirect relatives as insurance consultants for the company or on any other designation under your organization without taking prior written consent for the Head-HR and Head of your Department.
- g) You shall not communicate in writing to any client or prospective client on any product features or illustrative returns on investment in any product other than the ones published in company's product brochures or product circular without the prior written approval and

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authority of the Company and further such matter to be communicated shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company without the prior written approval of the Company. You shall not give guarantees, written or oral, on behalf of the Company with regard to the prospective performance of any of the products of the Company. If any claim shall be brought against the Company as a consequence of any unauthorized action or communication or statement of yours or in any other form or for such action caused by You, strict action shall be taken against you including recovery of all costs, loss or damages arising there from.

h) You shall maintain and ensure maintenance of such records and registers as may be specified by the Company, from time to time, which are necessary for achievement of your targets and improving your productivity.

i) 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.

j) If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.

k) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.

25. Anti Bribery Undertakings

During the course of your employment with the Company, you shall not commit, authorize or permit any action which would cause the Company and/or the Company's affiliates to be in violation of any applicable anti-bribery laws or regulations and the internal policy of the Company on Corruption and bribery. This obligation applies in particular to illegitimate payments to government officials, representatives of public authorities or their associates, third parties, families or close friends to any other entity or individual including yourself.

You hereby agree and undertake that you shall neither offer or give, or agree to give, to any employee, representative or third party nor accept, or agree to accept from any employee, representative or third party any gift or benefit or consideration of any kind as an inducement or reward for doing or refraining from doing or having done or refrained from doing, any act, or for showing or refraining from showing favour or dis-favour to the Company, be it monetary or otherwise, which the recipient is not legally entitled to receive.

You hereby agree and undertake that you shall promptly notify the Company, if you become aware of or have specific suspicion of any corruption and bribery with regard to any such activity. In case any prohibited payments or gifts are made or received by you, as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate your employment with immediate effect.

Bajaj Allianz Life Insurance Co. Ltd.



26. Litigation and Court Cases

During and after the severance of employment with the Company, for any reasons, if required by the Company, you shall be required to file an affidavit in the Court of Law, deposing the facts and circumstances, of a case at hand. Further you shall appear and depose on behalf of the Company, in any Court of Law or Authority, if so desired by the Company.

All costs and expenses incurred in any travel for any Court Cases shall be subject to prior approval of the Company in writing and shall be reimbursed to you on case to case basis.

27. Validity

In case you do not communicate your acceptance of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing.

Upon your joining duties and giving an acknowledgement of acceptance of this letter of offer, the letter shall be deemed to be your appointment letter. **Please sign and return a copy of this communication and Annexure in acknowledgement of receipt and acceptance** of the terms and conditions of this contract.

Please read the notes/ instruction mentioned in the attached annexure including your entitlement sheet. The attached annexure are an integral part of this Offer letter and shall be read accordingly unless altered/ changed/ modified by the Company.

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 Life Insurance Company Ltd.

Ruben Salvadoray
Chief Human Resource Officer

Vineet Patni
Chief Institutional Business Officer

Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this offer letter/ appointment letter, and all the Annexure hereto. 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 : _____

Date : _____

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Bajaj Allianz Life Insurance Co. Ltd.

**Annexure A****COMPENSATION ENTITLEMENT SHEET**

Date:13-Jun-2017

Name :		Akansha Tyagi	Controlled Document	
Designation :		Relationship Manager	Copy Distribution	
Grade :		L1-B	Original : Employee	
Location :		Dehradun	Copy 1 : Personal File	
Sr.No	Components		Rs. Per Month	Rs. Per Annum
1.	Fixed Basic		6500	78000
2.	Minimum HRA		325	3900
3.	Medical Allowance		100	1200
4.	Telephone Allowance		534	6408
5.	FBP		5929	71148
6.	Conveyance		2136	25632
7.	Statutory Bonus		1300	15600
	Sub Total(A)		16824	201888
8.	Company's ESIC contribution		799	9588
9.	Gratuity As per the Act		313	3756
10.	Company's Provident fund contribution		780	9360
	Sub Total(B)		1892	22704
11.	Total CTC		18716	224588

Appointment Letter of Ms. Akansha Tyagi

Page 9 of 14

Regd. and Head Office : GE Plaza, Airport Road, Yerawada, Pune-411006. Tel.:(+91 20) 6602 6777 Fax:(+91 20) 6602 6789

Customer Helpline : 020 30587888 Toll Free No. : 1800 233 7272

1) Flexible Benefit

Flexible Benefit Plan:

(a) Each team member is free to exercise his choice of apportionment of Flexible Benefit Package (FBP) towards the eligible benefits as per employee's grade through the link of our HR portal HR4U of FBP as above.

(b) The Employee is eligible to apportionment of Flexible Benefit to the extent of per annum amount mentioned above. The apportionment of Flexible Benefit is subject to the eligibility and Company Policy as updated in the Company HR4U Intranet Portal. The FBP allocation can only be decided once in a year, and within 15 days from the date of this letter. The unexercised portion of the FBP will be paid to the employee subject to deduction of Tax at source. Income Tax declaration should be entered through our HR portal HR4U.

(c) The Salary and perquisites including Flexible Benefit Package (FBP) are subject to limits and rules prescribed by the Income Tax Act/ Rules and Policies of the Company. The above selection of the team member shall be taxable/non taxable as provided for under the Income Tax Act and the rules made there under and amended from time to time.

2) Medical Allowance/ Reimbursement

The apportionment or Reimbursement, as the case may be, of Medical component in the entitlement sheet shall be subject to eligibility criteria as per Policies of the Company and the limits and rules prescribed by the Income Tax Act/ Rules.

3) Gratuity

The Gratuity would be paid in accordance with the Payment of Gratuity Act, 1972.

4) Statutory bonus

Bonus as shown above is payable under the Payment of Bonus Act 1965 shall be paid monthly as "statutory bonus".

5) Employees State Insurance Scheme

If applicable, employee shall be eligible to become a member of the Employees State Insurance Scheme, for which contribution towards the said scheme shall be deducted from the employees monthly salary as per applicable ESIC slabs.

6) Joining Information Sheet

A Joining Information Sheet is attached which gives details of some important formalities to be completed either before or on joining. Please take time to read it carefully. Your co-operation in complying with the requirements would help us in completing your joining formalities speedily.

7) Group Term Life Policy (GTL)

The employee is covered under a Group Term Life Policy (GTL) during the tenure of employment & benefit given under GTL is as per company policy. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.

8) Group Personal Accident (GPA)

PA Policy: Employees are covered under a Group Personal Accident (GPA) policy in the event of Permanent total disability /Permanent partial disability and Temporary Disability, arising out of an accident event. The sum assured under the GPA policy is as per company policy. This policy does not cover accidental death.

9) Group Mediclaim

The employee and family members can avail Group Mediclaim (Hospitalisation) Insurance facility. Employee is required to enter the choice of coverage (Sum assured & Number of family members) in hr4U within 10 days of receipt of hr4U login ID, failing which enrollment & benefits will be as per company policy & discretion.

10) Provident Fund

Provident Fund contributions shall be as per the provisions of EPF & MP Act.

11) Attendance

For attendance cycle in respect to salary payments kindly refer Annexure "S" attached.

12) 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 Annexure to Appointment Letter.

13) Conveyance and mobile/Telephone

Both conveyance and mobile/Telephone will be part of Total cost to company and would be paid as monthly allowances provided you are eligible as per company policy.

14) Rules for Laptop Allowance

Rs.1,000/-per month can be claimed towards laptop allowance, subject to income tax. Laptop allowance is as per the policy laid down by the management decisions, subject to change.

Annexure "S"

BAJAJ ALLIANZ LIFE INSURANCE COMPANY LIMITED

INFORMATION ON SALARY PROCESS OF THE COMPANY

As per the Company Policies and Procedures, the Salary paid is calculated on the basis of the attendance for the period from 19th of the previous month till 18th of the current month. Salary will be processed on the basis of HR4U attendance only.

In the first month, New Joinee will get salary from 1st to 18th of the month along with arrears from his Date of Joining (if Date of Joining is prior to 1st of that month).

Employees whose joining compliances are completed (Employee code generated) on or after 14th of the Month shall get the salary in the subsequent month.

The attendance period shall be inclusive of Sundays and Company declared Holidays.

For example:

1. If an employee joins on the 10th day of August, he shall be receiving salary from 10th of August till 18th of August, for all days, in which he has marked attendance.
2. If an employee joins on the 20th day of August, he shall be receiving salary from 20th of August till 18th of September, in the month of September, as per the attendance.

To register your daily attendance, please ensure to log-in HR4U on daily basis. Also ensure to regularize your absent days / Leave Days before 18th of every month to avoid the salary deduction.

PAN No. & Bank Account Details Submission:

1. BANK & PAN Details updated only on HR4U will be considered for Salary Payment. Please ensure to update correct PAN No. & Bank details on HR4U. We will consider it for salary payout.

Path for updation of PAN/Bank details:-

HR4U -> My Profile -> Corporate Details -> Corporate Details -> Other

2. In case of change in bank details, please do inform to Business HRs with the scan copy of cancelled cheque by separate mail.
3. If you want to open new bank account, you may open Salary Account in following banks
 - a) Standard Chartered Bank
 - b) ICICI Bank
 - c) Axis Bank
 - d) Citi Bank

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Bajaj Allianz Life Insurance Co. Ltd.



4. Ensure that the name provided to company matches with the Bank record.
 5. Also ensure that your salary account is activated before updating details on HR4U.
 6. Salary will be put on hold if PAN is not submitted within 90 days or if Bank Account no. is not submitted within 45 days of Date of Joining.
 7. Salary hold for non submission of PAN & Bank will be released by 22nd of every month, if details submitted before 15th.
- For New Joinees; if bank account is not updated on HR4U, first month salary will be paid by cheque. Salary cheques will be distributed through regional HR by 7th of every month.

Signature : _____

Name of the Employee : _____

Designation : _____

Location : _____

Date : _____

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CHECKLIST FOR EMPLOYEE CODE GENERATION - JOINING CHECKLIST 2 (JC2)						
Joining Checklist 1(JC1)						
Duly Filled New JIR to be sent (All mandatory columns mentioned below to be correctly filled in)						
PAGE 1 of JIR	Name	Gender	DOB	DOJ	Department	Designation
PAGE 2 of JIR	Signature of Candidate		Signature of HR		Signature of Office Head	
PAGE 3 of JIR	Superior Reviewer Details			Signature of Candidate		
DOJ mentioned on JIR should be on or after APL Issuance Date which is mentioned on APL (Has to be either Monday of Thursday)						
Duly filled Background Verification Form with supporting documents						
Signed Acceptance copy of APL.						
Documents for last organization						
<input type="checkbox"/> Relieving Letter OR						
<input type="checkbox"/> Resignation acceptance Letter with co.seal OR						
<input type="checkbox"/> Full and Final Document with co.seal OR						
<input type="checkbox"/> Resignation acceptance e-mail copy from official email id.						
IF SELF EMPLOYED						
Income Tax Return Copy OR						
Self declaration						
If on Contract/Commision Basis/Agent/Advisor/Consultant						
Provide Resignation/Relieving letter mentioning that the candidate is no more associate with that company OR						
Any other official document mentioning that the candidate is no longer associated with the company						
6 passport sized photographs						
All the above documents have been submitted and thoroughly verified by :						
Name of Business HR -						
Employee Number -						
Signature of the Business HR -						
Date -						

Fwd: Offer Letters

1 message

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

Tue, May 16, 2017 at 2:38 PM

----- Forwarded message -----
From: **Anand Nalwa** <anand@securx.in>
Date: Thu, Apr 20, 2017 at 4:28 PM
Subject: Offer Letters
To: crchead.mn@its.edu.in

Dear Durba,

This is with reference to the personal interviews of following candidates with us, we are pleased to offer them following positions based out of our Delhi office.

Name	Designation	CTC
Radhika	Marketing Manager	2.4 lakhs per annum
Aman Pratap Singh	Sales Manager	2.4 lakhs per annum
Shashank Tyagi	Sales Manager	2.4 lakhs per annum
Aatir Hasnain	Sales Manager	2.4 lakhs per annum
Kanchan Pawar	Sales Manager	2.4 lakhs per annum

They are expected to join on 24th April 2017. Formal offer letters shall be issued on the date of joining.

Kindly inform them to furnish the following at the time of joining

1. 2 Passport Size photographs
2. Educational Qualification Certificates
3. Address Proof
4. Photo ID
5. 2 References

Regards

Anand Nalwa
+91 8800895800

Ishminder Bahl ITS MN <crc3.mn@its.edu.in>

Revised Intent letter !! Crystal Hues Limited

3 messages

Harpreet Kaur <career@crystalhues.com>

To: crc3.mn@its.edu.in

Tue, May 9, 2017 at 4:00 PM

Cc: Nisha <hrdept@crystalhues.com>, Chitra Verma <chitra@crystalhues.com>


Dear Ishminder,

Please find enclosed revised Intent letter for all Four Joiners (Vishal, Amit Kumar, Sneha B & Arun Tiwari)

Now their date of joining has been changed to **05th June, (Monday) 2017**.

Request you to make sure about their joining on 05th June, 2017 & give the confirmation on this email.

Feel free to call in case of any query.



Harpreet Kaur
Senior HR. Recruiter

Mobile: +91 98711 33145 **Tel:** +91 120 4613200**Email:** career@crystalhues.com | **Skype:** career@crystalhues.com**Website:** www.crystalhues.comSeason's Greetings! Check out CHL 2017 Calendar "My 12 Resolutions" on Youtube: bit.ly/my12resolutions

----- Forwarded Message -----

Subject: MBA Datesheet.**Date:** Sat, 6 May 2017 17:00:49 +0530**From:** Ishminder Singh ITS MN <crc3.mn@its.edu.in>**To:** Nisha <hrdept@crystalhues.com>

Hi Nisha,

As discussed, PFA.....MBA updated date sheet.

Their exams are going to start from 12 May till 30 May, 2017 (breaks in between). One day leave required between 1st to 5th June for Practical.

--
Ishminder bahl

Dy. Manager - Corporate Relations

I.T.S - Management & IT Institute,

Mohan Nagar, Ghaziabad

+91 9911434784, 85888000198 +120 2811124

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

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LETTER OF INTENT

Mr. Amit Kumar
Sector - 9, H.No. 832
2 nd Floor, Vasundhra
Ghaziabad - 201012

09th May, 2017

Dear Amit,

This is in reference to your application and subsequent discussions. We are pleased to inform you that it has been decided to appoint you as a **Business Development Trainee** in our organization as per agreed terms. You are requested to report latest by **05th June, 2017** at **Noida** branch.

You will be placed on probation for a period of Eight (8) months and your services may be retained on completion of this period subject to the performance evaluation. A notice period of 45 days is required, if you wish to discontinue in service.

You are requested to abide by the rules and regulations of the Company. The office timings are from **9:00 A.M to 6:00 P.M.**

During the probation period, your service may be terminated without any notice.

You are requested to bring the following documents (original and photocopies) along with you at the day of joining:

- Copy of all educational qualification marks cards and certificates.
- Appointment Letter / Resignation Acceptance Letter / Relieving Letter of previous organization.
- Last 3 months' salary slips of the previous organization.
- Photo ID proof in form of PAN card / Adhaar Card / Driving License / Voter's ID card / Passport etc.,
- UAN number copy.
- Address Proof.
- 4 passport size photographs.
- Personal bank account: Photocopy of cancelled cheque / passbook.

Wishing you all the best.

For Crystal Hues Limited

Nisha Dubey
Assistant Manager- HR
Place : Noida

Fwd: Offer Letter

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

Tue, May 16, 2017 at 2:58 PM

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

From: **Shruti Sharma** <shruti.sharma@bookmyforex.com>
Date: Mon, Apr 17, 2017 at 3:13 PM
Subject: Offer Letter
To: amritasaluja8@gmail.com
Cc: durbaroy@its.edu.in, Radha Mittal <radha.mittal@bookmyforex.com>, Sudarshan Motwani <sudarshan@bookmyforex.com>

Dear Amrita Saluja,

We are pleased to offer you employment with **BookMyForex Private Limited** as "**Inside Sales Consultant**" and you will be located at **Gurgaon**. Your detailed duties and responsibilities will be discussed with you and will be set out in the Employment Confidentiality and Intellectual Property Assignment Agreement required to be executed between you and the Company.

Your annual compensation will be **Rs.2,80,000/- (Rupees Two Lakhs Eighty Thousand only)** which is inclusive of the statutory benefits and tax to be deducted at source. Aside from this, minimum annual incentive will be **Rs. 24,000/- (Rupees Twenty Four Thousand only)**.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the employment agreement.

As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. The offer shall lapse automatically unless you confirm your acceptance of it within one day & resignation acceptance within two days from the date of this letter.

Joining Date: Subject to fulfillment of any conditions imposed by this letter, you will commence this new position with the Company on **24-April-2017**.

On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted, failure of which the offer shall be considered null and void.

We are excited at the prospect of having you join us and look forward to a rewarding association.

Salary Annexure

Particulars	Monthly	Annual
Basic Salary	10,500	126,000
House Rent Allowance	5,250	63,000
Spl. Allowance	3,311	39,726
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
LWF	20	240
PF Employer Contribution	1,403	16,834
Total (A) CTC	23,333	280,000
Total Gross Salary	21,911	262,926
LESS : Employee PF	1,260	15,120
LESS : LWF	10	120
MONTH TAKE HOME	20,641	

Thanks & Regards,

Shruti Sharma

Sr. HR Executive

BookMyForex.com - #662, #663 & #664, 6th Floor

JMD Megapolis, Sohna Road, Sector - 48, Gurgaon - 122018

Mobile: +91 9873588082, Email Id: shruti.sharma@bookmyforex.com

Website - <http://www.bookmyforex.com>, Email Id - info@bookmyforex.com

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--

With Warm Regards

Durba Roy

Faculty- Management Studies

Head- Corporate Resource Centre

ITS-Management and IT Institute

An ISO 9001:2008 Certified Institute &

NAAC Accredited 'A' Grade Institute



Dated: January 5, 2017

Subject: Letter of Training

Aastha
ITS College

Dear Aastha,

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.

- **Training Charges:** As per discussion at placement drive, no training charges would be applicable.
- **Stipend:** Stipend of Rs. 10,000 will be paid during Training Period for period of three months. After completion of three 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 9th January 2015.

You shall join the services of the Company on or before 12th January 2015.

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

List of students

Annu Dhyani <annu@synergy.co.in>
To: Balmukund Singh ITS MN <crc.mn@its.edu.in>

Thu, Nov 3, 2016 at 10:51 AM

Sir,

Following candidates have joined in from today-

- Vijay Kumar
- Abhinav Rajeev Massey
- Urvashi Bhasin

Rgds

Annu

From: Annu Dhyani [mailto:annu@synergy.co.in]
Sent: 06 October 2016 11:45
To: 'Balmukund Singh ITS MN'
Subject: RE: List of students

Sir,

Following people have been shortlisted and we would like them to join w.e.f 1-nov-16

- Rajat Gupta
- Urvashi Bhasin
- Vijay Kumar
- Abhinav Rajeev massey

Rgds

Annu

From: Balmukund Singh ITS MN [mailto:crc.mn@its.edu.in]
Sent: 26 August 2016 18:12
To: annu@synergy.co.in
Subject: List of students



Cogniscent Business Solutions (P) Ltd.

B-85, Sector-63, Noida (U.P) Pin Code - 201301

Dated: 12/09/2017

Mr. Abhishek Gupta

Street No. 2, Adarsh Nagar, Modinagar, Ghaziabad

Modinagar- 201204

9286077660

abhishek4960462@gmail.com

Dear Mr. Abhishek Gupta,

This has reference to your meeting with Ms. Parul Agarwal and subsequent interview you had with us, for the position of **Technical Trainee** in our organization to be based at **Noida, sector-63**. We are pleased to inform you that you are appointed as **Technical Trainee** with us on terms and conditions to inform you that agreed. Your salary structure and allowances will be given with your appointment letter as mutually agreed.

- You are required to Submit copies of the following
 - a) Latest Passport size photograph
 - b) Service Certificates of your previous jobs if any
 - c) Birth Certificate / School Leaving Certificate showing date of birth
 - d) Educational Qualification Certificates
- On joining you will be required to furnish :
 - a) Relieving letter and Experience Certificate from your present employer if any.
 - b) Last drawn Salary Slip / Certificate Showing monthly salary and Annual benefits, for the present employer if any

Your Training shall start on 27th Oct 2016. We shall appreciate your confirmation of acceptance of the above offer latest by 12th Sep 2016. Non-acceptance before the stipulated date shall make this offer redundant automatically.

In case you failed to join on accepted offer letter date or discontinue the training between training periods then company can recover recruitment cost from you.

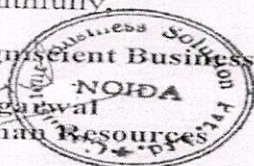
Our detailed letter containing terms and conditions will be given to you on your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Yours faithfully,

For Cogniscent Business solutions Pvt Ltd

Parul Agarwal

VP-Human Resources



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your leasing consultants

Ayana Housing Pvt. Ltd.

Dear Abhishek Sonik,

With reference to the interview held at I.T.S Mohan Nagar on Date 8th July 2016, is pleased to offer you the position of trainee developer in the development centre as part of industrial training recruitment programme towards fulfillment of MCA degree.

You are expected to join us on or before 3rd Jan 2017, beyond which date this offer will stand cancelled and withdrawn without any further reference to you

Sincerely,
For
Akashdeepp

(Director)

Ayna Housing Pvt. Ltd
INFRATECH, 310A 3rd floor
Suncity Success Tower , G C Extn Road,Gurgaon -122002
WWW.commercialofficespace.co.in
WWW.leasing.net.in



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

I.T.S Campus Recruitment proposal for MCA 2017 Batch Students

Pooja Goswami <pooja.goswami@eko.co.in>
To: Balmukund Singh ITS MN <crc.mn@its.edu.in>

Thu, Oct 6, 2016 at 7:47 PM

Hi Mukund,

Firstly, thanks for extending the hospitality to us the other day.
Talking about the interns, we have selected the following students:

1. Ambika Butola
2. Deepika Tyagi
3. Anuj Vats
4. Sanjeev K Tiwari
5. Saurabh Pokhriyal
6. Kirti Chhabra
7. Rohit Kumar

We shall now be sharing one project to each of the students to work upon share with us, basis which we shall decide on their final readiness for Eko's projects.

I would also like to know if all of these students have their laptops with them. It is a must.

On MBA internships, I would surely like to take part but would want to be among the first 3 companies for selection.

Hope to hear soon.

Regards,
Pooja Goswami

/ +91.9810200048

People Operations

Eko [w] | Eko API [a] | Eko [t] | Eko [i] | My [t] | My [o] | My [in] | Off: +91-124-4385445 | 3rd Floor, Phase 2, Plot 34, Sector 44, Gurgaon, India. 122002
If you have received the email in error, please delete and let me know, just so that we are all on the legal side and you will genuinely be helping me :). Thanks!

"The thing about being in HR is that you wish everything revolved around intelligence, character and attitude, including Technology. Thankfully, I am at Eko"

[Quoted text hidden]



**Spectrum Talent
MANAGEMENT**

1

Offer Letter

Date: 31/01/2017

To,
Aanchal Grover
44-45, Mohanganj
Shahjahanpur(U.P.)

Dear Aanchal,

We are pleased to offer you an appointment in our organization as **Consultant** with effect from **1st February' 2017**. You will be based in our **NOIDA** office.

Your CTC will be **Rs. 2, 70, 000 p.a.** Incentives are additional which may be paid according to company policy from time to time.

Your offer has been made, based on the information furnished by you. However, if there is any discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

You are required to carry copy of the below mentioned documents:-

- Educational Qualification Certificates
- 4 Passport size photographs
- Residence Proof Temp/ Permanent
- Photo Id proof

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Yours truly,

SWATI RAINA
Manager- Human Resources
SPECTRUM TALENT MANAGEMENT

ANNEXURE I**Name:** Aanchal Grover**Designation:** Consultant**Location:** Noida

Salary Components	Monthly	Annual
Basic Salary	9000	108000
HRA	3000	36000
Conveyance	1600	19200
Medical Allowance	1250	15000
Special Allowance	5698	68376
STB	750	9000
A - Gross	21298	255576
B - PF(Employee share @12%)	1080	12960
(A-B) In Hand	20218	242616
PF(Employer share @13.36%)	1202	14424
CTC	22500	270000

Pls Note

1. All payments are subject to the provisions of Income Tax Act.
2. Management salaries are confidential and in case you need further clarifications, please contact the HR manager.
3. Any changes in government regulations may affect the CTC

Fwd: Offer From Mywish Marketplaces Pvt. Ltd.- Role- Assistant Relationship Officer

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

Tue, Jun 6, 2017 at 12:15 PM

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

From: **Nidhi Khanna** <nidhi@deal4loans.com>
Date: Mon, Dec 26, 2016 at 5:55 PM
Subject: Offer From Mywish Marketplaces Pvt. Ltd.- Role- Assistant Relationship Officer
To: aartichaudhary@its.edu.in
Cc: crchead.mn@its.edu.in, durbaroy@its.edu.in

Dear Aarti,

Congratulations!!

It is my pleasure to extend the following offer of employment to you on behalf of Mywish Marketplaces Pvt. Ltd, further to the interview and discussions you have had with us. You are expected to join us on or before Jan. 19th, 2017.

You are appointed for a role Assistant Relationship Officer(ARO) and as an ARO, your starting annual remuneration(CTC) will be Rs. 3,59,094 .

Please find below the detailed compensation structure,

Name of Candidate	Aarti Chaudhary	
Position	Assistant Relationship Officer	
Salary Structure (In INR)		
Components	Monthly	Amount
Basic Salary	8,500	1,02,000
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	4,104	49,248
Total	21,829	2,61,948
Less PF:	1,020	12,240
Net in Hand Salary	20,809	2,49,708
Retirals		
Gratuity	409	4,906
Employer's Contribution in P.F.	1,020	12,240
Gross Total (A)	23,258	2,79,094
Performance Linked Variables	6,667	80,000
CTC (A+B+C)	29,925	3,59,094

Please send me your acceptance by 27th December 2016 post that the offer will stand null and void and feel free to connect in case if you have any queries.

Thanks

Nidhi Khanna

HR Manager

Mywish Marketplaces Pvt. Ltd.

#9873315553



Zydex[®]

Zydex Industries

Zydex House, 61, Gotri - Sevasi Road, Sevasi, Vadodara - 390021, Gujarat, India

Tel No: +91 265- 3312000 E-mail : info@zydexindustries.com Website : www.zydexindustries.com

Ref: ZI/WP/2017

Date: 03-Apr-2017

Mr. Abhishek Chaudhary
187, Gali No. 3, Adarsh Nagar Kanker Khara,
Near Arya Nagar Gate Meerut,
Meerut Cannt,
Uttar Pradesh - 250001

OFFER CUM APPOINTMENT LETTER

Dear Mr. Chaudhary,

With reference to your interview dated **14-Mar-2017**, we are pleased to offer you the position of **"Management Trainee – Sales"** in **Level – 5A**. You will be working in the **Waterproofing** division and will be based at **Rohtak**.

Your appointment to our organization is subject to being found physically and mentally fit. Please get the medical check-up at the prescribed Hospital/Doctor in your city, as per the attached format.

The offer is valid subject to you clearing your final year examinations of the respective course that you are undergoing and submitting the mark-sheets and degree certificates subsequent to you joining Zydex. In case, you are unable to clear one/more of the subjects and hence, you do not get the degree certificate, Zydex reserves the right to terminate the employment with you without giving any prior notice.

You are requested to join on **15-May-17**. Any delay in joining needs to be communicated well in advance in writing (via e-mail). On receipt of such request, HR department will confirm whether the new requested date of joining is acceptable. In absence of such confirmation, the offer automatically stands withdrawn.

You will be governed by the rules & regulations of the company cited in the terms of appointment mentioned below:

1. You are appointed as **"Management Trainee – Sales"** in **Level – 5A** under the directions of the management and shall perform all duties / functions as per the directions / instructions received from the Management, either in written, oral, or established by tradition from time to time and shall perform any other work, which is reasonably required for the accomplishment of the job.
2. You will be paid emoluments of **INR 350,016/- (INR Three lakhs Fifty Thousand Sixteen Only)**, CTC per annum. Break-up of the same is attached as Annexure - I.
3. Please understand your salary is strictly confidential agreement between yourself and the company. This should not be discussed with anyone except the undersigned. You may reach out to the undersigned or the HR Team in case of any clarifications or explanations. Any breach of this will be construed as a professional misconduct. Similarly, you may not disclose your emoluments and benefits to any other person, firm or company during the continuance of your employment.
4. You will be on probation period for 12 (twelve) months from the date of your joining, during which you will be under observation for your work performance, regularity, punctuality, discipline, values, adherence, etc. If your services are found to be satisfactory during the probation period, your services will be confirmed in writing.
5. In case, your performance is not found satisfactory during the probation period, the management reserves the right to terminate your services with a 15 days' notice or salary in lieu thereof.

6. In case you wish to leave the services of the company while on probation, you are required to give 15 days' notice in writing else you will be liable to pay to the company an amount equivalent to 15 days of your salary towards the same.
 7. Upon your confirmation, your services are liable to be terminated at any time by **30 (thirty)-months'** notice in writing or notice-pay in lieu thereof. On your confirmation, you shall also not leave the services of the company without giving **30 (thirty)- months** advance written notice. On your failure to do so, you will be liable to pay one month's salary (as per company rules) as notice pay to the company, in lieu thereof.
 8. You will be entitled to avail leaves as per the Leave Policy of the Company.
 9. Provident Fund, Bonus & Gratuity will be payable as per statutory rules applicable from time to time.
 10. You will be bound by the Rules and Regulations which may be in force and which may be introduced by the management from time to time in relation to conduct, discipline, company policies or any matter relating to service conditions, and which will be deemed as part of the terms of employment.
 11. During the continuation of your employment, you will not undertake or carry-on any other business or employment, either part-time or full-time, alone or in partnership, not be directly or indirectly employed or concerned either as principal, agent or otherwise in any other business, trade or profession whatsoever, and you will devote your whole time and attention to your duties.
 12. Upon the termination of your employment or resignation, you will return to the company all papers, documents (official, legal, etc.), emails, information in hard copies and / or soft form and assets which may at that time be in your possession relating to the business or affairs of the company or any of its associates and will not retain anything with you.
 13. Your annual increment will be based on satisfactory performance of your duties during the previous year of service in terms of delivery of results, efficiency, conduct, regularity, punctuality and discipline. You will not be eligible for increment if your performance is found unsatisfactory.
 14. During the tenure of your service, you are liable to be transferred from one department to another or from one place / location to another, from one office to another under the same management anywhere in India / outside of India, whether or not such office exists at the time of your appointment.
 15. Retirement: You shall retire upon completion of 58 years of age.
 16. As Zydex, we are committed to follow the highest standards of social accountability and ethical practices by complying to the following policies as mentioned below and any other policies which are introduced from time to time,
 - i. SA 8000 Policy & Objectives
 - ii. Health, Safety & Environment
 - iii. Quality
 - iv. Child Labor
 - v. Anti-Corruption
 - vi. Non-Discrimination
- Subsequent to your joining, you shall be required to understand and comply with all the aforesaid policies in totality. You will be required to provide us an undertaking, stating your understanding and agreement to comply to all the aforesaid policies during your employment with us.
17. At any point of time, your services shall be liable for termination if you are found to be medically unfit or if you remain absent due to continued ill health. You will have to undergo medical examination as per Company's advice in such situation.

18. Further, your services shall be liable for termination by the Company, without providing any notice period or notice pay, in lieu thereof for below mentioned set of conditions:
- If your performance is not found satisfactory.
 - If you indulge in an act of in-subordination, interference, corrupt practices, any mis-conduct, breach of trust, non-compliance or any act of sexual harassment with administrative orders or provisions of service rules, regulations and conditions.
 - If anytime it has been found that the declaration or information, including that given for seeking employment furnished by you, proved to be false or misleading and/ or it has been found that you had willfully suppressed any information to the Company.
 - If you are found indulging yourself in any act of theft / fraud / dishonesty in connection with the employer's business / property
 - If you are declared insolvent or convicted of any offense involving any moral turpitude or found to have committed a fraud or misappropriation of money or other assets of the Company.
 - If you are found taking or giving bribes or involved in any act of illegal gratification
 - If you are found making unauthorized and unlawful use of power / authorities / responsibilities vested upon you by the management
 - If you are found giving false commitments on behalf of the management to any of our existing or potential customers/stakeholders either verbally or in written, via e-mails, social media platforms or any other means of communication
 - If you are found physically / verbally abusing and/or mentally torturing any of the fellow colleagues, seniors, subordinates, customers, stakeholders, etc.
 - If you are caught using the company assets for unauthorized purposes whether personal or public use, which is other than what has been permitted by the company.
 - If you are observed as an habitual absentee for reasons which are unreasonable
 - If you are found striking work / inciting others to strike work in contravention of the provisions of any law or rule, having the force of law
 - If you are found speaking ill about the organization via verbal statements or communications in written / print media or social platform or any other means, thereby defaming the reputation of the organization
 - If you are found copying, emailing or transferring any company related confidential data through email, fax, CD, pen drive, external hard drive, etc., to external agencies / business rivals / any such agency who can be benefited with the data.
 - If you are found to be involved in any criminal activity.
 - If you are found not complying or in breach of the following policies such as SA 8000 Policy & Objectives, Health, Safety & Environment, Quality, Child Labor, Anti-Corruption and Non-Discrimination or any other policies pertaining to social accountability and ethical standards which are introduced from time to time.
19. It is mutually agreed that the Courts of Vadodara (Gujarat) shall have jurisdiction in case of any dispute(s) with regards to the terms & conditions of this appointment letter / your service.

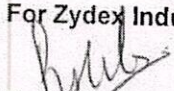
You are requested to sign the duplicate of this letter as a token of you having understood the aforesaid and accepting the same. The signed / acknowledged copy of this letter shall be retained by HR department.

We welcome you to be a part of the Zydex family!

Thanking you,

Yours faithfully,

For Zydex Industries


Rohan Lele
General Manager - HR

DECLARATION OF EMPLOYEE

I hereby declare and affirm that I have studied and understood the terms and conditions of the employment herein detailed and I accept and undertake to abide by the said terms and conditions.

Signature : _____

Date : _____

Name : _____

Place : _____

Annexure-1

Name : Mr. Abhishek Chaudhary
Designation : Management Trainee - Sales
Level : 5A
Department : Waterproofing
Location : Rohtak

	CTC (INR per month)	CTC (INR per annum)
A. Fixed Components		
Basic	7913	94956
House Rent Allowance	3165	37980
Conveyance Allowance	1600	19200
Professional Development Allowance (PDA)	10691	128292
B. Additional Allowances / Reimbursements		
Medical Reimbursements	1250	15000
Leave Travel Assistance (LTA)	0	0
Books & Periodicals	0	0
Corporate Attire	0	0
Car Allowance	0	0
C. Statutory Contribution (Employer's Side)		
Provident Fund (Employer's Contribution)	950	11400
Bonus/Ex-Gratia	808	9696
ESIC (Employer Contribution)	0	0
Fixed Compensation	26377	316524
D. Performance Linked Pay (PLP)	2791	33492
E. Cost to the Company (CTC) = A+B+C+D	29168	350016

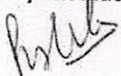
Deductions

Provident Fund (Employee's Contribution)	950	11400
ESIC (Employee's Contribution)	0	0
Professional Tax	As Applicable	
Income Tax (TDS)	As Applicable	

Note:

- Gratuity will be payable as per The Payment of Gratuity Act, 1972; Payment of Bonus (if applicable) will be paid as per the Payment of Bonus Act, 1965
- The Performance Linked Pay is paid on completion of the Performance Appraisal Exercise to eligible employees; PLP Pay-out will be at sole discretion of the Management and will be based on the achievement of business results of Zydex
- Only Confirmed employees shall be eligible for PLP as per the PLP Policy. The PLP amount mentioned in your CTC, shall be due to be paid only in the subsequent Financial Year after the Annual Appraisal Exercise PLP is calculated @ 15% of your (Basic + PDA)
- PLP amount constitutes of Individual Performance (60%), Departmental Performance (30%) & Zydex Performance (10%) subject to Point No. 2

For Zydex Industries


Rohan Lele
General Manager - HR

The above is acceptable to me

(Signature of the candidate)

Kindly submit the photocopies of following documents on day of joining.

Sr. No.	Documents required at the time of joining
1	School leaving certificate
2	SSC / HSC/ Mark sheets
3	Bachelor's Degree / Diploma Mark sheets/ and Certificate
4	Master's Degree Mark sheets& Certificate
5	Relieving letter from the last employer and copy of resignation acceptance & latest Salary Proof.
6	Copies of certificates of any other courses / training attended
7	Residence Proof
8	PAN Card (Mandatory)
9	Proof of identity. Bring one of the following documents:
	a) Passport
	b) Driving license,
	c) Voter's identification card,
10	Latest passport size colored photographs – 4 nos.

Fwd: Salary Offer-Mondelez

2 messages

Abhishek das <abhishekdas.ad@its.edu.in>
To: Durba Roy ITS MN <crchead.mn@its.edu.in>

Sat, Apr 15, 2017 at 12:19 PM

----- Forwarded message -----
From: <LINTA.BOUSELLY@mdlz.com>
Date: Apr 14, 2017 11:06 AM
Subject: Salary Offer-Mondelez
To: <abhishekdas.ad@its.edu.in>
Cc: <shalini.jain@mdlz.com>

Dear Abhishek,

Congratulations, you have been selected for the role of **Sales Executive: Saharanpur (SG5)**.

The salary which we will be offering to you is as follows:

	Current Salary per Annum (INR)	Mondelez Offer per Annum (INR)
Total Fixed Pay	437280	520000
Basic	144000	173316
PF	17280	20798
HRA	72000	75000
Conveyance Allowance	54000	19200
LTA		9000
Bonus/Ex-gratia		8400
Medical Reimbursement		10800
Special Allowance	150000	203486
Gratuity/ Insurance		8336
Total Fixed Pay (CTC)	437280	520000
Variable Pay (Target)	0	168000
CTC+ Variable Pay	437280	688000

*Variable pay (MORE) is subject to change/ amend and to change the potential of the current scheme as per management discretion.

Please Note: Gratuity is not a part of CTC. This shall be over and above CTC, as per Act.

We would want you to join us on or before 24th April 2017.

Please confirm your acceptance of the above offer by end of the day today, so that I can release the formal offer to you.

Thanks & Regards,

Linta Bouselly
Branch HR Manager – North

+91 124 4297436

"Please consider the environment before printing your emails"

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

Tue, May 23, 2017 at 5:35 PM

To: Ravi Prakash <raviprakashhc@its.edu.in>, CRC Executive Officer <crc.execoff@its.edu.in>

[Quoted text hidden]

With Warm Regards

Durba Roy
Faculty- Management Studies
Head- Corporate Resource Centre
ITS-Management and IT Institute
An ISO 9001:2008 Certified Institute &
NAAC Accredited 'A' Grade Institute
Mohan Nagar Ghaziabad 201007
Phone: 0120-4174900 Extn 926
Fax 0120-4174913

Mobile: +91 9899177915 / 8588000194

Email: crchead.mn@its.edu.in / durbaroy@its.edu.in

"Visit us on facebook.com

For group Facebook page: <http://www.facebook.com/ITS.TheEducationGroup>

For I.T.S Mohan Nagar Facebook Page: <http://www.facebook.com/ITS.PG.Mohan.Nagar>

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TA/DA = Rs 350
per day
Rs 1,10,000 PM

I.T.S

The Education
Group

995 | GREATER NOIDA

7

CRC Executive Officer <crc.execoff@its.edu.in>

Offer Letter

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

Tue, May 30, 2017 at 12:08 PM

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

From: **Badshah Saha** <badshah.saha@bisleri.co.in>
Date: Fri, May 26, 2017 at 4:00 PM
Subject: Offer Letter
To: Durba Roy ITS MN <crchead.mn@its.edu.in>
Cc: Avantika Dwivedi <Avantika@bisleri.co.in>

Dear ma'am,

Greetings!

We are pleased to inform you that Abhishek Kumar from ITS Ghaziabad has been selected for the role of "Sales Officer" in Bisleri International Pvt. Ltd.

Below is the compensation package:

Bisleri International Pvt. Ltd. Delhi		
Name:	Abhishek Kumar	
Department:	Sales	
Designation:	SO	
Grade:	M-8	
Location:	Gorakhpur	
DOJ:	01-06-17	
COMPENSATION STRUCTURE		
<i>Salary Heads</i>		
	<i>Per Month</i>	<i>Per Annum</i>
Monthly Components :		
Basic Pay	5425	65100
house rent allowance@ 40%	2170	26040
Conveyance Allowance	800	9600
Education Allowance	200	2400
Medical Reimbursement	750	9000
Mobile Allowance	500	6000
Other Allowances	5750	69000
Total Per Month	15595	187140
Annual Components :		
L. T. A.	452	5425
Bonus / Exgratia	452	5425
Total Annual Components :	904	10850
Statutory Components :		
P.F. @ 12% of Basic Pay	651	7812
*Gratuity @ 4.81% of Basic Pay	261	3131
Total Statutory Components :	912	10943
Total Cost to Company	17411	208933

Request you to confirm the joining date (as mentioned above) and provide offer of acceptance on mail.

Rest of the details will be provided during the time of joining.

Kind Regards,

Badshah Saha

Management Trainee – Human Resource

Mobile : +91-8106375714

Bisleri International Pvt. Ltd.

19/1 A, Site 4, Industrial Area, Sahibabad, Ghaziabad, Uttar Pradesh 201010

Zydex Industries

Zydex House, 61, Gotri - Sevasi Road, Sevasi, Vadodara - 390021, Gujarat, India
Tel No: +91 265- 3312000 E-mail : info@zydexindustries.com Website : www.zydexindustries.com

Ref: ZIWP/2017

Date: 03-Apr-2017

Mr. Abhishek Kumar
S/o, Siyaram Singh, Near Premsons Motor,
Mission Gali, Kanke Road, Ranchi,
Kanke Road, Jharkhand - 834008.

OFFER CUM APPOINTMENT LETTER

Dear Mr. Abhishek Kumar,

With reference to your interview dated 14-Mar-2017, we are pleased to offer you the position of "Management Trainee - Sales" in Level - 5A. You will be working in the Waterproofing division and will be based at Patiala.

Your appointment to our organization is subject to being found physically and mentally fit. Please get the medical check-up at the prescribed Hospital/Doctor in your city, as per the attached format.

The offer is valid subject to you clearing your final year examinations of the respective course that you are undergoing and submitting the mark-sheets and degree certificates subsequent to you joining Zydex. In case, you are unable to clear one/more of the subjects and hence, you do not get the degree certificate, Zydex reserves the right to terminate the employment with you without giving any prior notice.

You are requested to join on 15-May-17. Any delay in joining needs to be communicated well in advance in writing (via e-mail). On receipt of such request, HR department will confirm whether the new requested date of joining is acceptable. In absence of such confirmation, the offer automatically stands withdrawn.

You will be governed by the rules & regulations of the company cited in the terms of appointment mentioned below:

1. You are appointed as "Management Trainee - Sales" in Level - 5A under the directions of the management and shall perform all duties / functions as per the directions / instructions received from the Management, either in written, oral, or established by tradition from time to time and shall perform any other work, which is reasonably required for the accomplishment of the job.
2. You will be paid emoluments of INR 350,004/- (INR Three Lakhs Fifty Thousand Four only), CTC per annum. Break-up of the same is attached as Annexure - I.
3. Please understand your salary is strictly confidential agreement between yourself and the company. This should not be discussed with anyone except the undersigned. You may reach out to the undersigned or the HR Team in case of any clarifications or explanations. Any breach of this will be construed as a professional misconduct. Similarly, you may not disclose your emoluments and benefits to any other person, firm or company during the continuance of your employment.
4. You will be on probation period for 12 (twelve) months from the date of your joining, during which you will be under observation for your work performance, regularity, punctuality, discipline, values, adherence, etc. If your services are found to be satisfactory during the probation period, your services will be confirmed in writing.
5. In case, your performance is not found satisfactory during the probation period, the management reserves the right to terminate your services with a 15 days' notice or salary in lieu thereof.

6. In case you wish to leave the services of the company while on probation, you are required to give 15 days' notice in writing else you will be liable to pay to the company an amount equivalent to 15 days of your salary towards the same.
7. Upon your confirmation, your services are liable to be terminated at any time by 30 (thirty)-months' notice in writing or notice-pay in lieu thereof. On your confirmation, you shall also not leave the services of the company without giving 30 (thirty)- months advance written notice. On your failure to do so, you will be liable to pay one month's salary (as per company rules) as notice pay to the company, in lieu thereof.
8. You will be entitled to avail leaves as per the Leave Policy of the Company.
9. Provident Fund, Bonus & Gratuity will be payable as per statutory rules applicable from time to time.
10. You will be bound by the Rules and Regulations which may be in force and which may be introduced by the management from time to time in relation to conduct, discipline, company policies or any matter relating to service conditions, and which will be deemed as part of the terms of employment.
11. During the continuation of your employment, you will not undertake or carry-on any other business or employment, either part-time or full-time, alone or in partnership, not be directly or indirectly employed or concerned either as principal, agent or otherwise in any other business, trade or profession whatsoever, and you will devote your whole time and attention to your duties.
12. Upon the termination of your employment or resignation, you will return to the company all papers, documents (official, legal, etc.), emails, information in hard copies and / or soft form and assets which may at that time be in your possession relating to the business or affairs of the company or any of its associates and will not retain anything with you.
13. Your annual increment will be based on satisfactory performance of your duties during the previous year of service in terms of delivery of results, efficiency, conduct, regularity, punctuality and discipline. You will not be eligible for increment if your performance is found unsatisfactory.
14. During the tenure of your service, you are liable to be transferred from one department to another or from one place / location to another, from one office to another under the same management anywhere in India / outside of India, whether or not such office exists at the time of your appointment.
15. Retirement: You shall retire upon completion of 58 years of age.
16. As Zydex, we are committed to follow the highest standards of social accountability and ethical practices by complying to the following policies as mentioned below and any other policies which are introduced from time to time,
 - i. SA 8000 Policy & Objectives
 - ii. Health, Safety & Environment
 - iii. Quality
 - iv. Child Labor
 - v. Anti-Corruption
 - vi. Non-DiscriminationSubsequent to your joining, you shall be required to understand and comply with all the aforesaid policies in totality. You will be required to provide us an undertaking, stating your understanding and agreement to comply to all the aforesaid policies during your employment with us.
17. At any point of time, your services shall be liable for termination if you are found to be medically unfit or if you remain absent due to continued ill health. You will have to undergo medical examination as per Company's advice in such situation.

18. Further, your services shall be liable for termination by the Company, without providing any notice period or notice pay, in lieu thereof for below mentioned set of conditions:
- If your performance is not found satisfactory.
 - If you indulge in an act of in-subordination, interference, corrupt practices, any mis-conduct, breach of trust, non-compliance or any act of sexual harassment with administrative orders or provisions of service rules, regulations and conditions.
 - If anytime it has been found that the declaration or information, including that given for seeking employment furnished by you, proved to be false or misleading and/ or it has been found that you had willfully suppressed any information to the Company.
 - If you are found indulging yourself in any act of theft / fraud / dishonesty in connection with the employer's business / property
 - If you are declared insolvent or convicted of any offense involving any moral turpitude or found to have committed a fraud or misappropriation of money or other assets of the Company.
 - If you are found taking or giving bribes or involved in any act of illegal gratification
 - If you are found making unauthorized and unlawful use of power / authorities / responsibilities vested upon you by the management
 - If you are found giving false commitments on behalf of the management to any of our existing or potential customers/stakeholders either verbally or in written, via e-mails, social media platforms or any other means of communication
 - If you are found physically / verbally abusing and/or mentally torturing any of the fellow colleagues, seniors, subordinates, customers, stakeholders, etc.
 - If you are caught using the company assets for unauthorized purposes whether personal or public use, which is other than what has been permitted by the company.
 - If you are observed as an habitual absentee for reasons which are unreasonable
 - If you are found striking work / inciting others to strike work in contravention of the provisions of any law or rule, having the force of law
 - If you are found speaking ill about the organization via verbal statements or communications in written / print media or social platform or any other means, thereby defaming the reputation of the organization
 - If you are found copying, emailing or transferring any company related confidential data through email, fax, CD, pen drive, external hard drive, etc., to external agencies / business rivals / any such agency who can be benefited with the data.
 - If you are found to be involved in any criminal activity.
 - If you are found not complying or in breach of the following policies such as SA 8000 Policy & Objectives, Health, Safety & Environment, Quality, Child Labor, Anti-Corruption and Non-Discrimination or any other policies pertaining to social accountability and ethical standards which are introduced from time to time.
19. It is mutually agreed that the Courts of Vadodara (Gujarat) shall have jurisdiction in case of any dispute(s) with regards to the terms & conditions of this appointment letter / your service.

You are requested to sign the duplicate of this letter as a token of you having understood the aforesaid and accepting the same. The signed / acknowledged copy of this letter shall be retained by HR department.

We welcome you to be a part of the Zydex family!

Thanking you,

Yours faithfully,

For Zydex Industries

Rohan Lele
General Manager - HR

DECLARATION OF EMPLOYEE

I hereby declare and affirm that I have studied and understood the terms and conditions of the employment herein detailed and I accept and undertake to abide by the said terms and conditions.

Signature : Ashish Kumar
Name : ASHISH KUMAR

Date : 04/04/2017
Place : RANCHI

Annexure-1

Name : Mr. Abhishek Kumar
Designation : Management Trainee - Sales
Level : SA
Department : Waterproofing
Location : Patiala

	CTC (INR per month)	CTC (INR per annum)
A. Fixed Components		
Basic	7915	94980
House Rent Allowance	3166	37992
Conveyance Allowance	1600	19200
Professional Development Allowance (PDA)	10652	127824
B. Additional Allowances / Reimbursements		
Medical Reimbursements	1250	15000
Leave Travel Assistance (LTA)	0	0
Books & Periodicals	0	0
Corporate Attire	0	0
Car Allowance	0	0
C. Statutory Contribution (Employer's Side)		
Provident Fund (Employer's Contribution)	950	11400
Bonus/Ex-Gratia	849	10188
ESIC (Employer Contribution)	0	0
Fixed Compensation	26382	316584
D. Performance Linked Pay (PLP)	2785	33420
E. Cost to the Company (CTC) = A+B+C+D	29167	350004

Deductions

Provident Fund (Employee's Contribution)	950	11400
ESIC (Employee's Contribution)	0	0
Professional Tax	As Applicable	
Income Tax (TDS)	As Applicable	

Note:

1. Gratuity will be payable as per The Payment of Gratuity Act, 1972; Payment of Bonus (if applicable) will be paid as per the Payment of Bonus Act, 1965
2. The Performance Linked Pay is paid on completion of the Performance Appraisal Exercise to eligible employees; PLP Pay-out will be at sole discretion of the Management and will be based on the achievement of business results of Zydex
3. Only Confirmed employees shall be eligible for PLP as per the PLP Policy. The PLP amount mentioned in your CTC, shall be due to be paid only in the subsequent Financial Year after the Annual Appraisal Exercise. PLP is calculated @ 15% of your (Basic + PDA)
4. PLP amount constitutes of Individual Performance (60%), Departmental Performance (30%) & Zydex Performance (10%) subject to Point No. 2

For Zydex Industries

Rohan Lele
General Manager - HR

The above is acceptable to me

Abhishek Kumar
(Signature of the candidate)

Tin : 07020174673
Cin : u32204dl2010ptc240169



SARGAM INDIA ELECTRONICS PVT. LTD. FOR ANY SERVICES : 011-33219400
Fitampur • Model Town • Rohini • Narela • Adarsh Nagar • Ashok Vihar • Jahangir Puri • Jail Road • Najafgarh • Rajouri Garden • Karol Bagh • Preet Vihar • Uttam Nagar • Paschim Vihar
Patel Nagar • Lajpat Nagar • Vikas Marg • Kalkaji • Kirti Nagar • Yusuf Sarai • Vikas Puri • Tri Nagar • Noida • Indirapuram • Ghaziabad • Faridabad • Gurgaon • Panipat • Karnal • Ludhiana

HEAD OFFICE : GARG TRADE CENTRE, PLOT NO. 1, 3RD FLOOR, (BEHIND SBI BANK), SECTOR-11, ROHINI, DELHI-110085. CONTACT NO: 47562969

OFFER OF EMPLOYMENT

March 6, 2017

Aditya Kumar Mishra
9/305, Deoria, U.P.-274001

Dear Aditya

In response to your application and subsequent interview, we are pleased to inform you on your selection as **Floor Manager** at HR Grade E1 with Sargam India Electronics Pvt. Ltd. on the terms and conditions mutually discussed and agreed upon at the time of interview. Your monthly CTC will be Rs. 22,000.00 (Rupees Twenty Two Thousand Only).

You are requested to join us on or before **March 20, 2017**. You will be initially working at our Store located at Delhi/NCR. However, your employment is subjected to transfer at our other showrooms/place of work based on the management's discretion.

You are required to submit the following documents at Head Office on the date of joining.

- (1) Photocopies of mark sheets & certificates of academic and professional qualifications (10th onwards)
- (2) 3 recent passport size photographs
- (3) Last employer/s Appointment Letter, Relieving Letter/Experience Certificate
- (4) 2 months' Salary Slip for last salary drawn/ Salary Certificate
- (5) Copy of PAN card & Adhaar card
- (6) Photocopy of documents for residence proof (Passport/Voter ID/Driving License)
- (7) Birth Certificate proof
- (8) Account details/cancelled cheque for salary transfer

This offer stands cancelled in case of any deviations in information provided during interview/verification process.

The letter of appointment with your detailed salary & terms and conditions will be provided to you after joining.

Kindly return a copy of this offer letter duly signed as a token of your acceptance.

We welcome you in our team of Sargam India Electronics Pvt. Ltd. and wish you all the very best.

For Sargam India Electronics Pvt. Ltd.

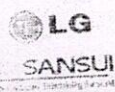
Arushi Sharma
ARUSHI SHARMA
MANAGER HR

website @www.sargam.in

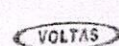
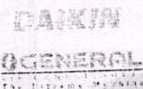
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SONY
PHILIPS



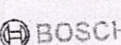
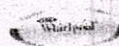
Panasonic
HITACHI



Electrolux



Kelvinator





OFFER LETTER

26 May 2017

Akshay Kumar
Noida

Dear Akshay Kumar,

Congratulations! With reference to your application and subsequent interview you had with us we are pleased to offer you a career with NestAway technologies Pvt. Ltd., as **Executive-Business Acquisition**. Please accept our heartiest congratulations. This offer is being based on the value we foresee you bring into our organization.

You shall be on probation for a minimum period of 6 months from your date of joining. Based on satisfactory performance, you will be considered for confirmation in the services of the company; your current compensation package would be a Gross fixed CTC amount of **INR 255,000/-** per annum payable before the 10th of every month. You are requested to join us on or before **03 Jun 2017**. Please refer to the relevant annexure for compensation and benefit details and terms of employment.

To accept this offer, please sign and return one copy of this letter and retain the other copy for your records. We request you to keep this offer letter confidential. In case you do not return the accepted and signed copy of the offer letter within 7 working days the offer may stand withdrawn.

On date of your reporting, you would need to submit the following documents:

1. Copies of Relevant Educational Certificates along with Originals for verification (X, XII, Graduation, Post-Graduation, or any degree/Diploma certificates).
2. Relieving & Experience Certificates from the previous employers and Bank statements (If applicable).
3. Last Drawn Pay-Slip/Salary Certificates from the previous employers and Bank statements (If applicable).
4. 4 passport size photograph.
5. Original Photo ID Card (Passport, Driving license, Voter ID, Aadhar card etc.,)
6. Fitness Certificate from a regd. Medical practitioner.

Team NestAway Technologies Pvt. Ltd. welcomes you aboard and wishes you a very happy association with us. We wish this association is mutually fruitful and growth oriented.

For NestAway Technologies Pvt. Ltd.,

Jitendra Jagadev
Director & Authorized Signatory

Form of Acceptance

I, Akshay Kumar, have read, understood, and accept the offer on the above terms and conditions and shall join on _____.

Signature: _____ Date : _____

Registered Office

NestAway Technologies Private Limited, #1546-47, 19th Main Road,
HSR layout, Bangalore, INDIA - 560 102



ANNEXURE - Details of Remuneration

"Annual Gross Salary" (in Indian Rupees)

Annexure I		
CTC Components	Per Annum (in Rs.)	Per Month (in Rs.)
Basic Salary	102000	8500
HRA	40800	3400
Conveyance	19200	1600
LTA	20000	1667
Medical	15000	1250
Special Allowance	45,760	3813
Employer PF	12240	1020
Fixed CTC (in Rs.)	255,000	21250
Total CTC (in Rs)	255,000	

*If applicable, you will be subjected to income tax deduction as per Income Tax slab rates

Registered Office
NestAway Technologies Private Limited, #1546-47, 19th Main Road,
HSR layout, Bangalore, INDIA - 560 102

Ref: CTL/HR&Admin/2016-17/54

Date: 10/02/2017

To,

Mr. Akhilesh Sharma

D-139, Patel Nagar,

Near New Bus Stand,

Ghaziabad (UP),

MO.: +91 9871826844

E-mail ID: akhileshsharma.ops@its.edu.in

Subject: - Offer for the post of "Business Executive - Noida"

Mr. Akhilesh Sharma

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of "Business Executive" on terms and conditions, which have been mutually discussed and agreed upon.

You are requested to bring with you the following documents at the time of joining your duties:

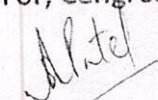
1. 2 passport size photographs.
2. Copies of education qualification.
3. Copy of Pan Card
4. Copy Of Aadhaar Card

You are required to join us on or before **13/02/2017** and report, failing which this offer will be treated as cancelled.

You are requested to return copy of this offer letter duly signed and confirm your acceptance. We are happy to welcome you to the **Cengresfamily**.

With best wishes.

For, Cengres Tiles Ltd.



Ashish Patel
Director

TM: 07020174673

Cin : u32204ad12010ptc240169

SARGAM INDIA ELECTRONICS PVT. LTD. FOR ANY SERVICES : 011-33219400

ELECTRONICS

SARGAM

Patel Nagar • Lajpat Nagar • Vikas Marg • Kalkaji • Kirti Nagar • Yusuf Sarai • Vikas Puri • Tri Nagar • Noida • Indrapuram • Ghaziabad • Faridabad • Gurgaon • Panipat • Karnal • Ludhiana • Pithampur • Model Town • Rohini • Naraina • Adarsh Nagar • Ashok Vihar • Jhandpur • Jai Road • Najafgarh • Rajouri Garden • Karol Bagh • Preet Vihar • Uttam Nagar • Paschim Vihar

HEAD OFFICE : GARG TRADE CENTRE, PLOT NO. 1, 3RD FLOOR, (BEHIND SBI BANK), SECTOR-11, ROHINI, DELHI-110085, CONTACT NO : 47562969

OFFER OF EMPLOYMENT

March 6, 2017

Amaan Siddiqui
DTE Campus Zoo Road
Vikasnagar, Kanpur, U.P.

Dear Amaan

In response to your application and subsequent interview, we are pleased to inform you on your selection as **Floor Manager** at HR Grade E1 with Sargam India Electronics Pvt. Ltd. on the terms and conditions mutually discussed and agreed upon at the time of interview. Your monthly CTC will be Rs. 22,000.00 (Rupees Twenty Two Thousand Only).

You are requested to join us on or before **March 20, 2017**. You will be initially working at our Store located at Delhi/NCR. However, your employment is subjected to transfer at our other showrooms/place of work based on the management's discretion.

You are required to submit the following documents at Head Office on the date of joining.

- (1) Photocopies of mark sheets & certificates of academic and professional qualifications (10th onwards)
- (2) 3 recent passport size photographs
- (3) Last employer's Appointment Letter, Relieving Letter/Experience Certificate
- (4) 2 months' Salary Slip for last salary drawn/ Salary Certificate
- (5) Copy of PAN card & Aadhaar card
- (6) Photocopy of documents for residence proof (Passport/Voter ID/Driving License)
- (7) Birth Certificate proof
- (8) Account details/cancelled cheque for salary transfer

This offer stands cancelled in case of any deviations in information provided during interview/verification process.

The letter of appointment with your detailed salary & terms and conditions will be provided to you after joining.

Kindly return a copy of this offer letter duly signed as a token of your acceptance.

We welcome you in our team of Sargam India Electronics Pvt. Ltd. and wish you all the very best.

For Sargam India Electronics Pvt. Ltd.

ARUSHI SHARMA
MANAGER HR

website @www.sargam.in

E.S.O.E

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